



At Dockside

A Monthly Publication of The Ballena Bay Townhouse Association #1

Protecting property values and the quality of life in Ballena Bay – May 2010

President's Message by Carrolyn Kubota

The new Construction Manager, Avelar and Associates is assisting the Land Side Committee and the board in selecting contractors for the 2010 construction projects. Construction will soon commence this summer. As you know, exterior maintenance and roofing are nesscessary projects in keeping up with the aging infrastructure of our neighborhood.

Are there any volunteers for the Summer BBQ and potluck? Many homeowners have claimed an interest to this event and now we need people to prepare and donate food items. Funds for the BBQ do not come from the general fund, thus, homeowners are responsible for the costs. The Emergency Preparedness Committee has offered to chair the event. Interested parties should contact Elise Hall at (510) 523 – 8408 or Michael Carey at (510) 814 – 9981. Date pending.

Architectural Review Board by Goly Flanigan

The board approved a request for the replacement of windows at 404 Tideway Drive. An additional request was made by this homeowner to install electrical power and water near his slip.

We have sought and received advice from our attorney on this request, and on the general issues involved in such installations and in the use of extension cords on the docks. There will be a discussion of these issues at the next board meeting.

Neighborhood Communications by Carrolyn Kubota

Please check out photos from the 2010 Progressive Party on the Massingham web site. You will need to log into the web site and click on Photo Gallery to view the 2010 Progressive Party pictures.

If you want to participate on the committee, please contact me at kubotacarrolyn@yahoo.com or by phone at (510) 814-9981. Currently, the committee is comprised of Carrolyn Kubota and Audrey Ehrlich.

Landscape Committee Report by Pat Faustman

The landscapers will start an irrigation project on Cola Ballena to hook up the water for the common area irrigation to the association water meter. If you have any questions or concerns about landscaping, please contact the landscape committee: Pat Faustman, Isabella Foster, Patty Corrigan, Patti Klaus, Kathy Walker and Beverly Partridge.

For letters to the Board or to report needed repairs, use this contact information:
Massingham & Associates Management, 4085 Nelson Avenue, Suite A, Concord, CA 94520
davidb@massingham.com



Land Side Committee Report by Jeff Frankel

The winter of 2009 provided us with much needed water for California's reservoirs and revealed many instances of roof and siding leaks in our community – all of which were repaired. With the exception of a few clean-up items, the 2009 construction program is complete. Although we pushed our roofing contractor and our construction manager very hard we experienced many delays in the roofing program and as a result we were roofing in the rain this year.

That said, the overall outcome I think was very good. Because of the depressed housing market, contractors were very competitive and we were able to complete siding and paint on 16 homes, put new flat roofs on 8 homes and new sloped roofs on 9 homes.

For 2010, our goals are to accomplish the same scope of work as in 2009. This year, we got started very early with an RFP process to select a new Construction Manager – Richard Avelar and Associates. We have been working with them now for about 4 weeks to mark siding for replacement and to improve our construction specifications. For the siding project, we have already held contractor a walk-through and bids should be back in hand by the time you read this. Contractor selection for the siding project will take place at the May Board meeting. We have a schedule in place that gets all of the work done in June, July and August. Contrast this to 2009 in which work did not begin until September. I'll provide monthly updates in the Dockside as we move forward.

Treasurer's Report by Ann Kenyon

At the end of Dockside.

Miscellaneous:

Lake Tahoe House for Rent

If you are thinking about a Tahoe vacation, this is to let you know that my house has some available time for rent this summer. It is located on the desirable Eastern Slope of Incline Village, NV, but not one of the enormous mansions! It is an old, comfortable house on a big lot - well used by Bob and me for many years.

I have not put anything away so I rent to friends (or friends of friends) only. There are three bedrooms and two bathrooms plus a big bonus room on the entry level. There are three levels so there are stairs to consider. My recreation pass is available for free use of the two private beaches, one has a pool also, and provides a discount at the golf course and tennis courts. Call Beverly Partridge if you are interested at 865-2574.



BBTA Board & Property Management Contact Information:

Property Manager:

Massingham & Associates Management (Management Company)

4085 Nelson Avenue, Suite A, Concord, CA 94520

David Boone (Property Manager) davidb@massingham.com

Office (925) 405-4900

FAX (925) 405-4747

Emergencies:

Business Hours 8:30 am – 5:30 pm (925) 405-4900

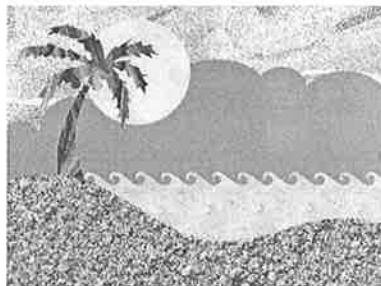
Non Business Hours (925) 405-4900

Board Members:

President/Communications	Carrolyn Kubota	kubotacarrolyn@yahoo.com/510.814.9981
VP/Landscape	Pat Faustman	patriciafaustman@comcast.net/510.864.0665
Secretary/CC&R Re-write	Mary Gallup	mpgallup@hanteltech.com/510.701.5737 or 510- 441-4017
Treasurer	Ann Kenyon	kenyon2@pacbell.net/510.521.6376
Architectural	Gary Flanigan	garyflanigan@gmail.com/510.523.4734
Land Side	Jeff Frankel	jfrankel@pacbell.net/510.769.6097
Waterside	Dick Bacigalupi	dickbacigalupi@hotmail.com/510.521.2426

CALENDAR

BBTA Board of Directors Meeting 7:30 PM Ballena Bay Yacht Club	Third Tuesday of Each Month May 18, 2010
Next month's BBTA Board Meeting	June 15, 2010
First Day of Summer	June 21, 2010



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davidb@massingham.com

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Due to a change in Massingham's reporting format, financials will be presented on a quarterly basis with a 1 month lag. (Dockside deadline occurs prior to receiving information from Massingham.) The following is a brief summary of income and expenses compared to budgeted amounts for the 1st quarter period ending March 31, 2010.

**Ballena Bay Townhouse Association
Income and Expenses
Year to Date 3/31/10**

Income & Expenses:	Actuals	Budget	Favorable/ (Unfavorable) Variance	Comments
Total Income	\$166,014	\$160,950	\$5,064	Actuals include approximately \$4,000 in late fees booked in error. To be corrected.
Expenses:				
Administrative Expense:				
Bank Loan	\$34,050	\$34,425	\$375	
Insurance	\$14,888	\$11,687	(\$3,201)	Timing of payments
Legal Expenses	(\$280)	\$2,249	\$2,529	Timing of need for legal services.
Management Contract	\$6,716	\$6,716	\$0	
All Other Administrative Expense	\$3,234	\$6,687	\$3,453	Bad Debt Expense is booked by CPA at Y/E (\$3,250 is budgeted YTD).
Total Administrative Expense	\$58,608	\$61,764	\$3,156	
Landscaping Expense	\$6,961	\$15,713	\$8,752	Timing of Irrigation and Tree Service work & new plantings.
Operational Expense	\$0	\$125	\$125	
Repairs and Maintenance	\$7,319	\$3,250	(\$4,069)	Roof repairs.
Utilities	\$8,512	\$11,267	\$2,755	Timing of bills for water and refuse disposal.
Reserve Funding	\$68,831	\$68,831	\$0	
Total Expense	\$150,231	\$160,950	\$10,719	
Total Net Income	\$15,783	\$0	\$15,783	
Cash Accounts:				
Operating Funds	\$186,247			
Reserve Funds	\$190,656			
Total Cash Accounts	\$376,903			
Other Noteworthy Items:				
Members Receivable	\$30,696			Late homeowners' dues assessments. Total represents an average cost of \$384 to each BBTA homeowner.

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BALLENA BAY TOWNHOUSE ASSOCIATION # 1

BOARD OF DIRECTORS MEETING

May 18, 2010, 7:30pm

Ballena Bay Yacht Club, 1150 Ballena Blvd, Alameda, CA 94501

AGENDA

- I. Executive Session
- II. Call to Order
- III. Homeowner's Open Forum
- IV. Items Requiring Board Action
 - A. Approval of Minutes & Executive Session Minutes – April 20, 2010
 - B. Review of Financial Statements for April 2010
 - C. Review Roadway Maintenance Resurfacing
 - D. Review Roofing and Siding Project
 - E. Review Siding Proposals and Summary
 - F. Discuss and Approve 2010 Siding Contractor
 - G. Review Interior Repair Policy
 - H. Discuss Dock Modifications
 - I. Review CC&R Revision Committee Report
 - J. Review Architectural Committee Report
 - K. Review Landscaping Committee Report
 - L. Review Landside Committee Report
 - M. Review Waterside Committee Report
 - N. Review Neighborhood Communications Committee Report
 - O. Review Community Preparedness Committee Report
 - P. Approve Collection Actions
- V. Manager's Report
- VI. Adjourn - Next Meeting Date & Location – June 15, 2010, Ballena Bay Yacht Club, 1150 Ballena Blvd, Alameda.

The management report can be found on pages 1-2 of this packet. This report has been prepared to assist the board in arriving at the best decisions on the topics presented for their consideration.

PLEASE NOTE: *The Board of Directors may adjourn into Executive Session at the beginning and/or end of the regular Board Meeting.*

Executive sessions of the Board are private sessions which homeowners are not allowed to attend. Executive sessions are provided for by statute so that boards can address issues which involve privileged information or matters of a private nature. Civil Code §1363.05(b) These include Litigation, Formation of Contracts, Disciplinary Hearings, Personnel Issues, and Payment of Assessments.

Who May Attend Executive Session? Directors, managers, recording secretaries, association attorneys, members subject to disciplinary action as well as witnesses called by either side (but only for that portion of meeting involving them), and others invited by the board (such as vendors bidding on a project) may attend executive session meetings.