



At Dockside

A Monthly Publication of The Ballena Bay Townhouse Association #1

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

New Board Members Elected

In a separate mailing, you should have received the official results from last month's BBTA Board elections. The new Board members are Jay Cherric, Patty Corrigan, Eric Vaernes and Mili Delbecq. They will join existing Board members Ann Kenyon, Dick Bacigalupi, and Gary Flanigan. Officers have not yet been elected for the new Board – look for more information on that after the November meeting. For the interim, please contact Ann, Dick and Gary for their current offices and as always, David Boone of Massingham for property management matters.

Architectural Review Board by Gary Flanigan

The committee received one application during the past month, for the installation of a window in a deck wall at the bayside end of the deck at 1223 Ballena. Since the wall already has two windows, and none of the adjacent neighbors object, the committee will recommend approval to the board at the next meeting.

Wanted: New Members. The Architectural Committee welcomes the participation of homeowners. Until roles for the new board can be assigned/accepted, please volunteer by contacting Gary Flanigan.

Treasurer's Report by Ann Kenyon

Please see next page for the report. It could not be placed in this space and still remain legible.



At Dockside – November 2010

Due to a change in Massingham's reporting format, financials will be presented on a quarterly basis with a 1 month lag. (Dockside deadline is prior to receiving information from Massingham.) The following is a brief summary of income and expenses compared to budgeted amounts for the year to date period ending September 30, 2010.

Ballena Bay Townhouse Association				
Income and Expenses				
Year to Date 9/30/10				
Income & Expenses:	Actuals	Budget	Favorable/ (Unfavorable) Variance	Comments
Total Income	\$486,038	\$482,850	\$3,188	Late fees not included in Budget.
Expenses:				
Administrative Expense:				
Bank Loan	\$103,050	\$103,275	\$225	
Insurance	\$36,914	\$35,063	(\$1,851)	
Legal Expenses	\$2,915	\$6,747	\$3,832	Timing of need for legal services.
Management Contract	\$20,149	\$20,149	\$0	
All Other Administrative Expense	\$9,899	\$20,058	\$10,159	Bad Debt Expense is booked by CPA at Y/E (\$9750 is budgeted YTD).
Total Administrative Expense	\$172,927	\$185,292	\$12,365	
Landscaping Expense	\$46,726	\$47,138	\$412	
Operational Expense	\$0	\$375	\$375	
Repairs and Maintenance	\$9,498	\$9,750	\$252	
Utilities	\$28,223	\$33,803	\$5,580	Timing of bills for water and refuse disposal.
Reserve Funding	\$206,492	\$206,492	\$0	
Total Expense	\$463,866	\$482,850	\$18,984	
Total Net Income	\$22,172	\$0	\$22,172	
Cash Accounts:				
Operating Funds	\$146,847			
Reserve Funds	\$186,320			
Total Cash Accounts	\$333,167			
Other Noteworthy Items:				
Members Receivable	\$49,130			Late homeowners' dues assessments. Total represents an average cost of \$614 to each BBTA homeowner.

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

BALLENA BAY TOWNHOUSE ASSOCIATION #1

Board of Directors Meeting

7:30 P.M. November 16, 2010

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

AGENDA

1. **Call to Order** 7:30 p.m.
2. **Homeowner's Open Forum** 7:30 p.m.
3. **Secretary's Report** 7:45 p.m.
 - a. Associa[®] Massingham & Associates has attached copies of the September 21, 2010 regular meeting and Executive Session minutes for your approval. Once approved and signed by the secretary they will be available for homeowner's viewing and placed in the corporate record book.
4. **Treasurer's Report** 7:50 p.m.
 - a. The law requires the board to review and accept the reconciled financial statements at least once per quarter. Massingham & Associates have prepared and attached the September and October 2010 financial statements for your review and acceptance by the President on behalf of the board.
5. **Management Report** 8:00 p.m.
Action Items
 - A. Elect Officers
 - B. Approval of September 21, 2010 Minutes & September 21, 2010 Executive Session Minutes
 - C. Review of Financial Statements for September & October 2010
 - D. Write Off Bad Debt
 - E. Approve Collection Actions
 - F. Approve Year End Review Proposal
 - G. Review and Approve 2011 Budget
 - H. Review and Approve Reserve Study
 - I. Review Comcast Service Agreement
 - J. Review Roadway Maintenance Resurfacing
 - K. Review Roofing and Siding Project
 - L. Approve Roofing and Siding Proposals
 - M. Discuss Dock Modifications
 - N. Review CC&R Revision Committee Report
 - O. Review Architectural Committee Report – Approve 1223 Tideway Architectural Application
 - P. Review Landscaping Committee Report
 - Q. Review Landside Committee Report
 - R. Review Waterside Committee Report
 - S. Review Neighborhood Communications Committee Report
 - T. Review Community Preparedness Committee Report
6. **Next Meeting Date & Location – December 14, 2010, Ballena Bay Yacht Club, 1150 Ballena Blvd, Alameda.**
7. **Adjourn** 8:50 p.m.