



# At Dockside

*A Monthly Publication of The Ballena Bay Townhouse Association #1*

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**Protecting property values and the quality of life in Ballena Bay – June 2012**

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## News From Your Treasurer

As a reminder if you haven't already done so please complete the account applications sent out with our May Dockside to set up your account with Alameda County Industries (ACI) as this transition is effective July 1<sup>st</sup> 2012. Anyone needing an application or assistance completing the application is welcome to contact me at the number or email address below. Also remember our HOA dues will reduce from the current \$700 per month to \$670 per month with your July 1<sup>st</sup> payment as a result of this transition.

As mentioned in our April Dockside the Board is reviewing each budget line item to ensure we are operating as efficiently as possible. The Board has requested Massingham and Associates to RFP our current HOA insurance Policy to insure we are in line with current market rates offered other HOA's with identical coverage. We expect to have proposals submitted at our next HOA meeting and will report on the findings in our next Dockside.

Regards,

David J Twiss  
Treasurer  
[djtca1usa@msn.com](mailto:djtca1usa@msn.com)  
303-495-1252 Office  
925-525-2835 Cell

## Waterside Committee

by Rob Larsen

The waterside committee is looking for wave maze tire cleaning volunteers. We are looking at Saturday June 30<sup>th</sup> and July the 21<sup>st</sup>.

If you see anything regarding the waterside that needs some attention, please call or email. Please call Rob at 522-4020 if you can spare some time for the community.

Please continue to inspect your and your neighbors dock lines.

Thank you.

## Community Garage Sale Thank You!

First, thank you to all in the community that participated and helped with the Community Garage Sale in May. It was a great success!

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For letters to the Board or to report needed repairs, use this contact information:  
Massingham & Associates Management, 1855 Gateway Blvd, Suite 300 Concord, CA 94520  
[davidb@massingham.com](mailto:davidb@massingham.com)



**ATTENTION GARDENERS!**

I recycle all the plastic plant containers at one of two non-profits in the area, Ploughshares Nursery in Alameda or Peoples Grocery Garden in West Oakland. You are welcome to leave any of your plastic pots or containers outside my gate at 1205 Ballena Blvd.

If you would like to leave me a message that you are bringing some over, feel free to call me at 864-1709.

Thank you.

Sue Cherrie  
[suecherrie@hotmail.com](mailto:suecherrie@hotmail.com)

**PROPERTY MANAGER CONTACT INFORMATION**  
**Massingham & Associates Management** (Management Company)  
1855 Gateway Blvd, Suite 300, Concord, CA 94520

David Boone (Property Manager) [davidb@massingham.com](mailto:davidb@massingham.com)  
Kathleen Car (Community Assistant) [kcarr@massingham.com](mailto:kcarr@massingham.com) (925) 405-4716  
Office (925) 405-4900  
Fax (925) 405-4747

**EMERGENCIES:**

Business Hours 9:00 am – 5:00 pm (925) 405-4900  
Non Business Hours (*please listen to the message and follow prompts*) (925) 405-4900

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**BOARD MEMBERS:**

President	Jay Cherrie	<a href="mailto:justjays@hotmail.com">justjays@hotmail.com</a>	(510) 864-1709
Vice-President/ Communications	Mili Delbecq	<a href="mailto:mdelbecq@comcast.net">mdelbecq@comcast.net</a>	(510) 769-1019
Secretary	Eric Vaernes	<a href="mailto:eric@studiobecker.com">eric@studiobecker.com</a>	
Treasurer	David Twiss	<a href="mailto:djtcalusa@msn.com">djtcalusa@msn.com</a>	
Landscape	Patty Corrigan	<a href="mailto:coleus@pacbell.net">coleus@pacbell.net</a>	
Architectural	Jennifer Flanigan	<a href="mailto:jgflanigan@yahoo.com">jgflanigan@yahoo.com</a>	
Waterside	Rob Larsen	<a href="mailto:relarsen@comcast.net">relarsen@comcast.net</a>	

**CALENDAR**

BBTA Board of Directors Meeting June 19, 2012, 7:30PM at the Ballena Bay Yacht Club

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Massingham & Associates Management, 1855 Gateway Blvd, Suite 300, Concord, CA 94520  
[kcarr@massingham.com](mailto:kcarr@massingham.com) or [davidb@massingham.com](mailto:davidb@massingham.com)

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# BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

## **Board of Directors Executive Session**

7:00 P.M. June 19, 2012  
Ballena Bay Yacht Club  
1150 Ballena Blvd, Alameda, CA 94501

## **AGENDA**

1. **Call to Order**
  
2. **Items Requiring Board Action**
  - A. Discuss and Approve Collection Actions
  - B. Discuss Property Management
  - C. Discuss Parking Issues
  - D. Discuss New Business
  
3. **Adjournment**

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# BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

## Board of Directors Meeting

7:30 P.M. June 19, 2012

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. Massingham & Associates has attached copies of the May 15, 2012 regular meeting and Executive Session minutes for your approval. Once approved and signed by the secretary the regular meeting minutes 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.
5. **Management Report** 8:00 p.m.  
**Action Items**
  - A. Approval of May 15, 2012 Regular & Executive Session Minutes
  - B. Review of Financial Statements for March, April and May 2012
  - C. Approve Revised Budget with Lower Assessment Rate
  - D. Approve Collection Actions
  - E. Write Off Bad Debt
  - F. Discuss Transfer of Garbage Collection Expense to Owners
  - G. Review Insurance Proposals
  - H. Adopt Solar Panel Installation Rules
  - I. Review Roofing and Siding Project
  - J. Review Parking Issues and Policy
  - K. Review Architectural Committee Report
  - L. Review Landscaping Committee Report
  - M. Review Landside Committee Report
  - N. Review Waterside Committee Report
  - O. Review Neighborhood Communications Committee Report
  - P. Review Community Preparedness Committee Report
6. **Next Meeting Date & Location** – July 17, 2012, Ballena Bay Yacht Club, 1150 Ballena Blvd, Alameda.
7. **Adjourn** 8:50 p.m.

# BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

## Board of Directors Meeting

7:30 P.M. Ballena Bay Yacht Club, 1150 Ballena Blvd, Alameda, CA

### MINUTES April 17, 2012

Jay Cherrie*	President	Term expires 2012
Mili Delbecq	Vice President	Term expires 2012
David Twiss	Treasurer	Term expires 2013
Eric Vaernes	Secretary	Term expires 2012
Pat Corrigan	Director	Term expires 2012
Jennifer Flanigan*	Director	Term expires 2013
Rob Larsen*	Director	Term expires 2013

**MSC** = Means a **Motion was made, Seconded and Carried** \*denotes absence

Also present was David Boone of Massingham & Associates Management, Inc. and the owners listed on the sign in sheet.

**Call to Order:** The Board of Directors Meeting was called to order at 7:35 P.M. by Vice President Mili Delbecq.

**Homeowner Forum:** An open forum was held and one owner brought an issue about incorrect account information on his statement.

**Minutes:** After careful review it was **MSC** to approve the March 20, 2012 regular session minutes with corrections and the Executive Session Minutes as presented.

**Financial Statements:** The March financial statements were not yet ready for review so this was tabled until next month. The Board did discuss various ways to reduce costs.

**Collections:** The Board asked management to send out reminder letters to all owners that are late this month that assessments are now collected on a monthly basis. A reminder will also go out to all owners with the new Delinquent Assessment Policy.

**Year End Financial Statements and Independent Accountants' Review Report:** After careful review and consideration it was **MSC** to accept the year end review as presented by Levy, Erlanger and Company. A copy of the review will be sent out to all owners by the end of April.

**Delinquent Assessment Collection Policy:** It was **MSC** to approve the new Delinquent Assessment Collection Policy and the Timing, Late Fees and Collection Policy with one minor change. A copy of these will be sent out to all owners.

**Transfer of Garbage Collection Service from Association to Owners:** Since garbage collection expense is not called out for in the CC&Rs it was **MSC** to transfer the garbage collection services to individual owners.

**Reduction of Assessments:** It was **MSC** to lower assessments to \$670.00 a month after the transfer of garbage service is complete.

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Board of Directors Meeting Minutes

April 17, 2012

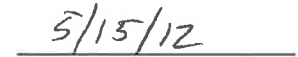
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**LED Streetlight Proposals:** This was tabled until more information can be obtained from Alameda Municipal Power.

**Parking:** This was tabled until the May meeting.

**Adjournment/Next Meeting:** With no further business before it the Board adjourned at 8:26 p.m. The next regular Board of Directors meeting was set for May 15, 2012 at 7:30 p.m. at the Ballena Bay Yacht Club.

  
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Director Signature

  
\_\_\_\_\_  
Date

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# BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

## Board of Directors Meeting

7:30 P.M. Ballena Bay Yacht Club, 1150 Ballena Blvd, Alameda, CA

### MINUTES May 15, 2012

Jay Cherrie	President	Term expires 2012
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Jennifer Flanigan*	Director	Term expires 2013
Rob Larsen	Director	Term expires 2013

**MSC** = Means a **M**otion was made, **S**econded and **C**arried \*denotes absence

Also present was David Boone of Massingham & Associates Management, Inc. and the owners listed on the sign in sheet.

**Call to Order:** The Board of Directors Meeting was called to order at 7:41 P.M. by President Jay Cherrie.

**Homeowner Forum:** An open forum was held and eight owners were present. One owner brought an issue about incorrect account information on his statement going back to the purchase of his home. Other owners brought concerns about owners still occupying their homes after foreclosure, proper use of the docks and a slowly sinking derelict boat.

**Minutes:** After careful review it was **MSC** to approve the April 17, 2012 regular and Executive Session Minutes as presented.

**Financial Statements:** The March and April financial statements were not yet ready for review so this was tabled until next month. The Board did discuss various ways to reduce costs.

**Proposed Solar Policy:** It was **MSC** to approve sending out the proposed Solar panel Installation Rules to all members for the mandatory 30 day comment period and send to Association Counsel Mike Hardy for review. Unless determined otherwise the Board will adopt these rules at the June 19, 2012 Board of Directors meeting.

**Insurance Proposals:** New insurance quotes were not yet ready so this was tabled until next month.

**LED Streetlight Proposals:** This was tabled until a future meeting.

**Architectural Application:** The Architectural Application from 1207 Ballena Boulevard to replace their windows was **approved**.

**Landside Committee:** After careful consideration of past determinations and examination of the governing documents it was **MSC** to change the responsibility of replacing irreparable gates from individual owners to the association. The scheduling of these gate replacements will be handled as part of the association's usual and customary yearly siding maintenance reserve project.



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Board of Directors Meeting Minutes

May 15, 2012

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Because of this change it was **MSC** to reimburse owners who paid for replacement of their gates as far back as 2006. Determination of eligible reimbursement will be determined by the Board in concert with the Landside Committee based on the costs of the usual and customary gates used throughout Ballena Bay.

**Adjournment/Next Meeting:** With no further business before it the Board adjourned at 9:51 p.m. The next regular Board of Directors meeting was set for June 19, 2012 at 7:30 p.m. at the Ballena Bay Yacht Club.

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*Director Signature*

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*Date*

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