



# 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 – October 2012**

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## *President's Message by Dick Bacigalupi*

Unlike the ever ongoing current national elections, the election for the association's new directors was concluded at the annual meeting held on October 2<sup>nd</sup>. After the votes were counted the four new directors will be Lu Abel, Pat Faustman, Jeff Frankel and Ann Kenyon. In accordance with the stagger terms under our CC&R's they will serve the next two years. They will join the remaining three directors who have one year remaining in their term. Following the annual meeting the new board elected officers and assigned committee responsibilities for the next year. Your new officers and committee chairs will be;

Dick Bacigalupi	President
Jeff Frankel	Vice-President & Landside
Jennifer Flangian	Secretary & Architectural
Ann Kenyon	Treasurer
Rob Larsen	Waterside
Pat Faustman	Landscape
Lu Abel	Communications

The new board brings much experience in the association's operations. Many have served as past directors and/or have valuable personal experience and interest in our community. The new board's most immediate task will be to develop the association's Operating and Capital Budgets for 2013. The Operating Budget will reflect the association's projected income (monthly dues) and expenses for the year. The Capital Budget will reflect the building repairs, painting and roof replacements planned for 2013. Regulations require that the Operating Budget is distributed to homeowners by the end of the year. The board will also be working to complete the Parking Policy and Fine Schedule which were carried over from last year.

I encourage homeowners to come to the monthly board meetings so that the board is aware of your concerns and/or suggestions. Each meeting begins with homeowner's time to give homeowner an opportunity to be heard. The more the board knows the better we can serve you.

## *Treasurer's Report by Ann Kenyon*

Attached is a schedule of the actual operating income and expenses compared to the budget for the eight months ending August 31, 2012 with the explanation of the major variances. The Operating and Reserve cash balances as well as the delinquent dues from homeowners as of August 31, 2012 are also shown.



*Waterside by Rob Larsen*

Our diver has brought most of the Tideway wave maze to the surface. The water pump has helped with keeping the cost of our divers down. Take a walk and see the noticeable improvement.

Once we reattach the cluster together and replenish the perimeter chain our attention will turned to the Ballena side wave maze and the process will start over.

I want to thank John Aboudara and Dick Bacigalupi for assisting me in moving the work float and equipment back and forth for the divers.

If you see anything regarding the waterside that needs some attention, please call or email.

Please continue to inspect your and your neighbors dock lines.

*Landside Report by Jeff Frankel*

Just a reminder that the rains are here so please, if you have not already done so, have your gutters checked and cleaned as necessary.

As of this writing all of the landside siding, paint and roofing work for 2012 is complete in advance of the rains and under budget.

By the time you read this, we will have completed a neighborhood-wide siding and roofing condition study in preparation for the 2013 landside program. This inspection will help us identify the order in which we will do siding repairs and painting as well as roofing replacements in 2013, 2014 and 2015. Slated for siding work in this 3-year period are the 400 block of Tideway and all of Cola Ballena. On the roofing side we will continue to do replacements on a most needy first basis.

As mentioned, the rains are here - please promptly report any roof leaks to Massingham and copy Jeff Frankel. Here are the contact numbers for Massingham:

During Business Hours: (925) 405-4900

After Business Hours: (510) 780-8587 - Press 5 to transfer to on-call staff

Jeff Frankel: 510-769-6097 or [jfrankel@pacbell.net](mailto:jfrankel@pacbell.net)

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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)

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**Property Manager Contact Information**  
**Massingham & Associates Management (Management Company)**  
**1855 Gateway Blvd, Suite 300, Concord, CA 94520**

David Boone (Property Manager) davidb@massingham.com  
Kathleen Car (Community Assistant) (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 (925) 405-4900

**Board Members:**

President Dick Bacigalupi dickbacigalupi@hotmail.com 510.521.2426  
Vice-President/ Jeff Frankel jfrankel@pacbell.net 510.769.6096  
Landside  
Secretary/ Jennifer Flanigan jgflanigan@yahoo.com  
Architectural  
Treasurer Ann Kenyon kenyon2@pacbell.net  
Landscape Pat Faustman pgfaustman@gmail.com  
Communications Lu Abel [luabel@ymail.com](mailto:luabel@ymail.com)  
Waterside Rob Larsen relarsen@comcast.net

**CALENDAR**

BBTA Executive Committee  
6:30 PM Ballena Bay Yacht Club October 16, 2012  
  
BBTA Board of Directors Meeting  
7:30 PM Ballena Bay Yacht Club October 16, 2012  
  
BBTA Executive Committee  
6:30 PM Ballena Bay Yacht Club November 20, 2012  
  
BBTA Board of Directors Meeting  
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**Ballena Bay Townhouse Association  
Income and Expenses Compared to Operating Budget  
Year to Date 08/31/12**

Income & Expenses:	Actuals	Budget	Favorable/ (Unfavorable) Variance	Comments
<b>Total Income</b>	<b>\$449,267</b>	<b>\$443,267</b>	<b>\$6,000</b>	Income from late charges & other charges reimbursed by homeowners.
<b>Expenses:</b>				
Administrative Expense:				
Bank Loan	\$91,600	\$91,600	\$0	
Bad Debt Expense	\$0	\$13,333	\$13,333	Bad Debt Expense booked at end of year by CPAs.
Insurance	\$27,813	\$30,667	\$2,854	Insurance quote came in less than budgeted amount.
Legal Expenses	\$7,508	\$7,000	(\$508)	
Management Contract	\$18,723	\$18,723	\$0	
All Other Administrative Expense	\$7,694	\$8,182	\$488	
Total Administrative Expense	<u>\$153,338</u>	<u>\$169,505</u>	<u>\$16,167</u>	
Landscaping Expense	\$28,058	\$35,700	\$7,642	Timing of tree service work.
Operational Expense	\$0	\$200	\$200	
Repairs and Maintenance	\$15,904	\$11,300	(\$4,604)	Unanticipated costs for wave maze repairs in amount of \$5,200.
Utilities	\$20,884	\$22,762	\$1,878	Timing of bills for water and Refuse billings.
Reserve Funding	\$203,987	\$203,987	\$0	
Prior Year Expense	(\$1,400)	\$0	\$1,400	
Total Expense	<b>\$420,771</b>	<b>\$443,454</b>	<b>\$22,683</b>	
<b>Total Net Income</b>	<u><b>\$28,496</b></u>	<u><b>(\$187)</b></u>	<u><b>\$28,683</b></u>	
<b>Cash Accounts:</b>				
Operating Funds	\$95,058			
Reserve Funds	\$153,677			
Total Cash Accounts	<u><b>\$248,735</b></u>			
<b>Other Noteworthy Items:</b>				
Members Receivable	\$112,913			

**Delinquent dues assessments from homeowners as of August 31, 2012. Total cost to each homeowner represents an average cost of \$1,411.**

# BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

## Board of Directors Meeting

7:30 P.M. October 16, 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.  
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.  
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 October 2, 2012 Regular & Executive Session Minutes
  - B. Review of Financial Statements for September 2012
  - C. Approve Collection Actions
  - D. Write Off Bad Debt
  - E. Architectural Committee Report
  - F. Review 2013 Budget
  - G. Approve Reserve Study
  - H. Review Insurance Proposals
  - I. Review Proposed Fire Policy
  - J. Review Roofing and Siding Project
  - K. Review Parking Issues and Policy
  - 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** – November 20, 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 August 21, 2012

Jay Cherrie	President	Term expires 2012
Mili Delbecq	Vice President	Term expires 2012
David Twiss**	Treasurer	Term expires 2013
Dick Bacigalupi**	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

**\*\* Note:** David Twiss resigned at the end of the Executive Session immediately before this regular meeting. The Board then appointed Dick Bacigalupi to fill out his term

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 7:32 P.M. by President Jay Cherrie.

**Appointment to Open Position on Board:** With the resignation of David Twiss at the end of the Executive Session just before this meeting the Board appointed Dick Bacigalupi to fill out his term which expires in 2013. He will hold the position of Treasurer until Board positions are determined by the Board after the election.

**Homeowner Forum:** An open forum was held and four owners were present. One owner brought concerns about owners' responsibility for repairs needed that were uncovered during the planned siding, roof or painting work and what would happen if the owner's could not or would not pay. One owner stated that he would be turning in an Architectural Application for solar panels on his home. One owner brought questions about the Board's intent in foreclosure situations.

**Minutes:** After careful review it was **MSC** to approve the July 17, 2012 regular minutes with corrections and the Executive Session minutes as presented. Approval of the July 12, 2012 Special Executive Session minutes was tabled until the next Executive Session.

**Financial Statements:** Review of the June and July Financial Statements was **tabled** until the next meeting to allow the new Treasurer Dick Bacigalupi time to review the statements.

**Collections:** After careful consideration it was **MSC** to authorize Angius and Terry Collections to pursue alternate collection efforts with respect to the debt owed on accounts 179-2207, 181-6837, 152-9218 and 151-0544.

It was also **MSC** to authorize Angius and Terry Collections to proceed with the next collection action on APN3 074-1311-027.

**Ballena Bay Townhouse Association No. 1**

Board of Directors Meeting Minutes

August 21, 2012

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**Close Nominations:** It was **MSC** to close the nominations for the 2012 Election of Directors. There were five candidates for four open positions. Ballots will be prepared and mailed out by August 31, 2012 with a return date of October 2, 2012.

**Insurance Proposals:** The Insurance Committee needed more time to review and compare coverage so this item was **tabled**.

**Proposed Solar Policy:** The Solar Panel Installation Rules were **adopted** after being sent out for the 30 day comment period on July 18, 2012.

**Proposed Fine Policy:** The Board reviewed three different drafts of fining policies as presented by management. Board member Jennifer Flanigan will consolidate the policies and present a draft to the Board at the October meeting.

**Parking Policy:** Mili Delbecq reported that she had met with Dick Bacigalupi and Jeff Frankel, per the President's request, about their concerns on the Proposed Parking Rules submitted by the official Parking Committee (Gary Flanigan, Rob Larsen, and Mili Delbecq). She reported that although some progress had been made in resolving their issues, they had reached an impasse. She agreed to prepare and submit to the Board a detailed report listing the areas of agreement and disagreement for review before the next Board meeting. The parking committee has moved closer to a final draft which will be presented to the Board at the next meeting.

**Architectural Application:** The revised Architectural Application from 1215 Ballena Boulevard for solar panels and 404 Tideway to replace his deck structure were **approved** as recommended by the Architectural Committee.

**Waterside Committee Report:** Waterside Committee Chairman Rob Larsen reported last month that some boats had damaged the docks. It was **MSC** to authorize the Waterside Committee to spend up to \$4,000.00 in addition to the budgeted expense on Wave Maze maintenance conditional to the determination of Treasurer Dick Bacigalupi.

**Adjournment/Next Meeting:** With no further business before it the Board adjourned at 9:06 p.m. The next regular Board of Directors meeting was set for October 2, 2012 at 7:30 p.m. at the Ballena Bay Yacht Club.

  
\_\_\_\_\_  
Director Signature

10/2/12  
\_\_\_\_\_  
Date