



At Dockside

A Monthly Publication of The Ballena Bay Townhouse Association #1

Protecting property values and the quality of life in Ballena Bay – June 2013

President's Message by Dick Bacigalupi

The board had a productive meeting in May. Attendance included three homeowners and the president of the Ballena Bay Condominium Association (“BBCA”) as a guest. The BBCA is the white colored units across the street from the BBTA homes on Cola Ballena. It was interesting to learn that we have many of the same issues. To facilitate better communication we offered to share the BBTA’s board of director contact information so that discussion of areas of mutual interest can be initiated. In addition I volunteered to attend one of their board meetings.

During the meeting Jeff Frankel, Landside Committee Chairman, presented the quotes for siding repairs and painting for 2013. The quotes were reviewed and the board approved the contractors. Working with our project manager, Jeff has developed the bid process so that we have comparable quotes and set pricing for the change orders that may come up when the siding is removed. This has enabled us to control the costs while maintaining the quality of work. The quotes for the roofs were not available and will be reviewed at an upcoming meeting. Once all the quotes are selected the extent of the work to be performed will be decided based on the budget.

It was brought to the board’s attention that there was a home that was using the garage roof for seating. No matter how inviting this may be on a nice day, residents are not to use their roof as a patio area. Furniture placed on the roof can easily puncture the roofing material. This not only will cause a leak but would also void the existing warranty. In the event that this occurs the homeowner would be liable for any water damage and the roof repair. In the situation mentioned, the homeowner was notified and the chairs were promptly removed.

Spring is upon us and so are the winds. Everyone is reminded to check your dock lines and whenever possible use spring lines. Spring lines will help relieve the pressure on your boat’s cleats as well as on the dock. The next meeting is scheduled for June 18th. Hope you can attend.

Landscape Committee by Pat Faustman

Our landscapers will be here on June 17 to do the spring/summer clearing of the waterside banks. They are clearing weeds, raspberries, fennel and cutting back the ivy from fences and under decks. If you have any questions or concerns about landscaping, please contact the landscaping committee: Pat Faustman, Patty Corrigan, Patti Klaus, Kathy Walker and Isabella Foster.

Treasurer's Report by Ann Kenyon

Please see attached financial statement for April



Communications Report by Lu Abel

No report.

Landside Report by Jeff Frankel

No report.

Waterside by Rob Larsen

Weather permitting the cleaning process for the Ballena wave maze will start once again. The waterside committee is looking for volunteers for weekend work on the wave maze and dock repairs. We have a lot of work we try to do ourselves within the community. This is one way of keeping the price of maintenance down, A.K.A. HOA dues.

We had a report of a ramp separating from the landing at 332-334 Tideway. This repair will be done by the siding contractor.

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

Please continue to inspect your and your neighbor's dock lines.

East Brother Light Station by Lu Abel

Want someplace romantic to take the special person on your life? How about an 1876 Victorian that's been converted to a bed and breakfast? But wait, how about if it's a working lighthouse on an island in San Francisco Bay?

It's called the East Brother Light Station. It's just north of the Richmond end of the Richmond - San Rafael bridge. Today the light and foghorn are small, highly automated objects maintained by the Coast Guard. The Victorian buildings are owned by a non-profit society devoted to their preservation and history. Diane and I celebrated our October anniversary there.

You're picked up by EBLS's launch at the Point San Pablo Harbor, reached by a journey along a road that EBLS's web site (www.ebbs.org) warns that is "hilly, bumpy, and not well maintained." That's an understatement. Shaken, not stirred, we arrived at the pickup point. Richard, half the host team, arrived promptly with the EBLS launch at 1600 and took us to East Brother.

We spent our first hour or so touring the island. The light itself is guest-accessible up a spiral staircase. Amid instructions for firing up a lard-oil lamp (the original light burned lard, which had to be vaporized in order to burn) we found today's light – a coffee-can-sized object with plastic



lenses and LED bulbs! A door in the cupola allowed us access to the balcony around it with breathtaking views in all directions.

The main building has two guest rooms and a lounge on the second floor, two guest rooms, kitchen, and dining room on the first floor and a fifth guest room in the machinery building. We were on the second floor in the San Francisco room (so called because it faces south and has a magnificent view of San Francisco). If you're considering going, try for one of the second-floor rooms because they both have private baths whereas the first floor rooms have a shared bath.

At 1830 Jude, the other half of the host team, showed up at some outdoor picnic tables with several platters of hors d'oeuvres and Richard brought out bottles of champagne. We toasted the light house and our incredible experience. Wine followed the champagne and we dissolved into conversation which continued as we went into the house for a gourmet dinner of fresh local ingredients. Wine and conversation flowed freely throughout dinner. Two couples were locals; two were visitors from Seattle and Minneapolis. Finally, well fed and sleepy, it was off to bed.

The next day dawned beautifully and Jude served us a gourmet breakfast. After that Richard gave us a tour of the station (he said it's called a "light station" instead of a "lighthouse" because it's a complex of several buildings).

The highlight (for the men, at least) was the "machinery room" with artifacts from East Brother's history, some still working. East Brother has not only a light but a foghorn. Today it's a garbage-can size unit on the edge of the property. But in the old days it was a diaphone which is best described as a 20' long version of the South African vuvuzela horn. It was blown using compressed air, first generated by a steam engine, later by a diesel engine, and lastly by an electric motor when electricity finally came to the island.

Richard fired up the 1923 diesel engine for us. We watched the pressure gauge on the 20' tall air tank slowly creep upward. When it hit forty pounds, Richard urged us to go outside the building and cover our ears. Good thing – the sound from this thing was unbelievable! One wonders how the lightkeepers of yore preserved their hearing and/or sleep when this thing was running.

Finally it was time to go. We passed our luggage to Richard and boarded the boat for the trip back to the real world. Once ashore we bumped our way back over the access road, stopping as we could to take pictures of this wonderful place.

Will we go back? In an instant! Should you consider going? Only if you're interested in a fascinating, romantic, and wonderful place to visit! East Brother is truly one of the hidden gems of San Francisco Bay.



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



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

David Boone (Property Manager) davidb@massingham.com
Joseph Schmalenbach (Community Assistant) josephs@massingham.com (925) 405-4722
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/ Landside	Jeff Frankel	jfrankel@pacbell.net	510.769.6096
Secretary/ Architectural	Jennifer Flanigan	jgflanigan@gmail.com	
Treasurer	Ann Kenyon	kenyon2@pacbell.net	
Landscape	Pat Faustman	pgfaustman@gmail.com	
Communications	Lu Abel	luabel@ymail.com	
Waterside	Rob Larsen	relarsen@comcast.net	

CALENDAR

BBTA Executive Committee 7:00 PM Ballena Bay Yacht Club	June 18, 2013
BBTA Board of Directors Meeting 7:30 PM Ballena Bay Yacht Club	June 18, 2013
BBTA Executive Committee 7:00 PM Ballena Bay Yacht Club	July 16, 2013
BBTA Board of Directors Meeting 7:30 PM Ballena Bay Yacht Club	July 16, 2013

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

Ballena Bay Townhouse Association
Income and Expenses Compared to Operating Budget
As of April 30, 2013

Income & Expenses:	Actuals	Budget	Favorable/ (Unfavorable) Variance	Comments
Total Income	\$223,827	\$220,833	\$2,994	
Expenses:				
Administrative Expense:				
Bank Loan	\$45,813	\$45,800	(\$13)	
Bad Debt Expense	\$0	\$6,667	\$6,667	Bad Debt Expense booked at end of year by CPAs.
All Other Administrative Expense	\$2,390	\$3,027	\$637	
Total Administrative Expense	\$48,203	\$55,494	\$7,291	
Insurance	\$14,154	\$14,167	\$13	
Utilities (Electric and Water)	\$1,103	\$3,900	\$2,797	Timing of billings.
Landscaping & Irrigation	\$13,611	\$17,933	\$4,322	Timing of when work is performed.
Repair & Maintenance	\$4,807	\$5,700	\$893	
Professional Services:				
Audit & Tax Services	\$1,390	\$500	(\$890)	Year end review work is completed in first quarter of year.
Legal Services	\$490	\$5,000	\$4,510	Timing of need for legal services.
Management Fees	\$9,456	\$9,456	\$0	
Taxes	\$10	\$183	\$173	
Reserve Funding	\$81,375	\$108,500	\$27,125	Monthly budgeted reserves transfers not made. See Note 1 below.
Total Expense	\$174,599	\$220,833	\$46,234	
Total Net Income	\$49,228	\$0	\$49,228	

Cash Accounts:

Operating Funds	\$135,664
Reserve Funds	\$183,378
Total Cash Accounts	\$319,042

Other Noteworthy Items:

Members Receivable	\$110,049	2013. Total cost to each homeowner represents an average of \$1,376.
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to the reserve account was not made in April. Transfers to the Reserve Fund for months of April, May and June will be made in June and will be correct going forward.

BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Meeting

7:30 P.M. June 18, 2013

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 May 21, 2013 Regular & Executive Session Minutes
 - B. Review of Financial Statements for April – May 2013
 - C. Approve Collection Actions
 - D. Write Off Bad Debt
 - E. Discuss Requiring Owners to Submit Lease Agreements to the Board
 - F. Review Float Policy & Float Agreement
 - G. Review Roofing and Siding Project
 - H. Review Parking Issues and Policy
 - I. Architectural Committee Report – 415 & 427 Cola Ballena Architectural Applications
 - J. Review Landscaping Committee Report
 - K. Review Landside Committee Report
 - L. Review Waterside Committee Report – Pilings
 - M. Review Neighborhood Communications Committee Report
 - N. Review Community Preparedness Committee Report
6. **Next Meeting Date & Location** – July 16, 2013, Ballena Bay Yacht Club, 1150 Ballena Blvd, Alameda.
7. **Adjourn** 8:50 p.m.

BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Executive Session

7:00 P.M. June 18, 2013
Ballena Bay Yacht Club
1150 Ballena Blvd, Alameda, CA 94501

AGENDA

1. **Call to Order**
2. **Items Requiring Board Action**
 - A. Review and Approve Collection Actions
 - B. Review Legal Issues
 - C. Review Contracts
 - D. Review Disciplinary Matters
 - E. Discuss New Business
3. **Adjournment**

Executive sessions of the board of directors are provided by statute so boards can address issues involving privileged information and matters of a private nature. As a result, members do not have a right to attend executive sessions. As provided for in [Civil Code §1363.05\(b\)](#), boards may go into executive session for the following matters:

1. Legal Issues. This preserves [attorney-client privilege](#), litigation strategy and settlement strategies for current and potential litigation matters. The association's attorney does not need to be present either in person or by phone for the board to meet in executive session to discuss legal issues.
2. Formation of Contracts. Boards may consider matters relating to the [formation of contracts](#) with third parties.
3. Disciplinary Hearings. Boards should meet in executive session for all [disciplinary hearings](#). The accused member is entitled to attend the executive session for that portion of the meeting dealing with member's hearing.
4. Personnel Issues. Personnel matters which include, but are not limited to, hiring, firing, raises, disciplinary matters and performance reviews.
5. Payment of Assessments. Board may meet with members in executive session to discuss requests by delinquent members for [payment plans](#).
6. Foreclosure. The decision to initiate foreclosure shall be made only by the board of directors of the association and may not be delegated to an agent of the association. The board must approve the decision by a majority vote of the directors in executive session. [Civ. Code §1367.4\(c\)\(2\)](#).

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 16, 2013

Board Members

Dick Bacigalupi	President	Term expires 2013
Jeff Frankel	Vice President	Term expires 2014
Ann Kenyon	Treasurer	Term expires 2014
Jennifer Flanigan	Secretary	Term expires 2013
Rob Larsen	Director	Term expires 2013
Pat Faustman	Director	Term expires 2014
Lu Abel	Director	Term expires 2014

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

Also present was David Boone of Massingham & Associates Management, Inc. and no owner.

Call to Order: The Board of Directors Meeting was called to order at 7:33 P.M. by President Dick Bacigalupi.

Homeowner Forum: An open forum was not held as no owners were present.

Minutes: After careful review it was **MSC** to approve of the February 19, 2013 Regular Session minutes and Executive Session minutes as presented.

Financial Statements: The Board carefully reviewed the Financial Statements for the period ending February 19, 2013 including the balance sheets, income statements and delinquency reports. It was **MSC** to accept the financial statements for February 2013 as presented.

Collections: In the Executive Session immediately before the Regular Session it was **MSC** to approve waiving late fees and interest on account 151-0803 provided the account is brought current within seven days of notification.

Bad Debt: There were no accounts for the Board to consider writing off as bad debt at this meeting.

Submission of Lease Agreements: The Board discussed the benefit of possible fines for owners who do not submit lease agreement to the Board as required by the CC&Rs. They also discussed the possibility of sending a letter to all owners asking for any tenant information.

Float Policy: Discussion on this was **tabled** until the next meeting.

Float Agreement: Discussion on this was **tabled** until the next meeting.

Roofing and Siding Project: Committee Chair Jeff Frankel reported to the Board on the status of the final work on roofing, siding and painting and what the schedule and bidding process was looking like for 2013. It was **MSC** to approve payment of \$24,900 on the Avelar 2013 contract.

Architectural Committee: Committee chair Jennifer Flanigan reported that Michael Britt at 404 Tideway has two architectural request forms -- one to replace two small windows near the front door. The other is to install two skylights on a flat-roof bathroom. After careful review and recommendation by the Architectural Committee it was **MSC** to approve the architectural application with conditions.

Ballena Bay Townhouse Association No. 1

Board of Directors Meeting Minutes

April 16, 2013

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Landscape Committee: Committee chair Pat Faustman reported the status of landscaping in Ballena Bay. The Board discussed if the large junipers in Ballena Bay needed to be trimmed.

Waterside Committee: Rob Larsen and Dick Bacigalupi reported on the status of the wave maze and docks and it was **MSC** to approve the change order from Western Dock Enterprises to do needed repairs to the docks.

Adjournment/Next Meeting: With no further business before it the Board adjourned at 8:55 p.m. The next regular Board of Directors meeting was set for June 18, 2013 at 7:30 p.m. at the Ballena Bay Yacht Club.

Director Signature

Date