



At Dockside

A Monthly Publication of The Ballena Bay Townhouse Association #1

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

President's Message by Dick Bacigalupi

No report – on vacation and enjoying it!

Treasurer's Report by Ann Kenyon

Please see attached financial report.

Landside Report by Jeff Frankel

Siding work on the 400 block of Tideway will begin around August 1. We will post notices one week on advance of the first work on this project. The contractor will be Sykes Construction, the same company that did the excellent siding work on the 300 Block in 2012. The board will review roofing bids at the July 16 Board meeting.

Waterside by Rob Larsen

We have the weather but not the divers, so the cleaning and repairs have not restarted on the wave maze. The ramp separation from the landing at 332-334 Tideway has been repaired.

The Waterside committee is still 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.

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.

Landscape Committee by Pat Faustman

No report this month. Enjoy our landscaping!

Communications Report by Lu Abel

Those who live on the marina side of the bridge may have noticed some Optimist prams (8 ft square bow dinghies) sailing in our waters. These are from the newly founded Alameda Community Sailing Center, brainchild of Kame Richards, president of Pineapple Sails and long an Alameda community activist. While starting with something simple – teaching children to sail – Kame's vision is that Alameda Community Sailing will eventually provide people of all ages the opportunity not only to learn to sail, but to go sailing. "Suppose somebody learns to sail as a youth? How do they go sailing in their 20s when establishing a career, buying a home, starting a family? I don't want them to drop out of sailing; they're the future of sailing!" says Kame.

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



ACSC was originally going to operate out of the public launch ramp next to Encinal HS, but there was some hang-up with Alameda Parks and Rec, so Jerry Hook, harbormaster for marina, offered ACSC space at the marina.

I personally wish ACSC the greatest of success. I learned how to sail at Community Boating in Boston, a wonderful organization where even today one can get a whole season of unlimited sailing (and training) in everything from simple 13' Mercury sailboats to race-ready 420s for \$250! (If you see a picture of the Boston skyline with small sailboats in the foreground, they are most likely Community Boating's boats!)

America's Cup Technology by Lu Abel

Are you interested in the technology behind the America's Cup, both that used to televise it and that used to conduct the actual races? The Computer History Museum in Mountain View will present a special program on Tuesday, August 27th, featuring dedicated sailor and technologist Stan Honey, developer of the technology for televising the races (and inventor of both the yellow first-down line for televised football and the strike box for baseball), Jimmy Spithill, skipper of Oracle USA, and Tom Ehman, Vice Commodore of the Golden Gate Yacht Club. More details are at <http://www.computerhistory.org/events/upcoming/#americas-cup-comes-san-francisco>.

The event is free, but you must pre-register at https://connect.computerhistory.org/pages/events/Americas_Cup



**Property Manager Contact Information
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1855 Gateway Blvd, Suite 300, Concord, CA 94520**

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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	July 16, 2013
BBTA Board of Directors Meeting 7:30 PM Ballena Bay Yacht Club	July 16, 2013
BBTA Executive Committee 7:00 PM Ballena Bay Yacht Club	August 20, 2013
BBTA Board of Directors Meeting 7:30 PM Ballena Bay Yacht Club	August 20, 2013

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**Ballena Bay Townhouse Association
Income and Expenses Compared to Operating Budget
As of May 31, 2013**

Income & Expenses:	Actuals	Budget	Favorable/ (Unfavorable) Variance	Comments
Total Income	\$280,228	\$276,042	\$4,186	
Expenses:				
Administrative Expense:				
Bank Loan	\$57,263	\$57,250	(\$13)	
Bad Debt Expense	\$0	\$8,333	\$8,333	Bad Debt Expense booked at end of year by CPAs.
All Other Administrative Expense	\$3,206	\$3,784	\$578	
Total Administrative Expense	<u>\$60,469</u>	<u>\$69,367</u>	<u>\$8,898</u>	
Insurance	\$17,728	\$17,708	(\$20)	
Utilities (Electric and Water)	\$3,561	\$5,750	\$2,189	Timing of billings. Timing of when work is performed.
Landscaping & Irrigation	\$18,374	\$22,416	\$4,042	
Repair & Maintenance	\$10,333	\$7,125	(\$3,208)	Includes \$4,970 of dock repairs to be reimbursed by homeowners.
Professional Services:				
Audit & Tax Services	\$1,390	\$625	(\$765)	Year end review work is completed in first quarter of year.
Legal Services	\$10,067	\$6,250	(\$3,817)	Legal Services for collections is more than anticipated by \$3.5k.
Management Fees	\$12,120	\$11,820	(\$300)	
Taxes	\$10	\$229	\$219	
Reserve Funding	\$81,375	\$135,625	\$54,250	Monthly budgeted reserves transfers not made. See Note 1 below.
Total Expense	\$215,427	\$276,915	\$61,488	
Total Net Income	<u>\$64,801</u>	<u>(\$873)</u>	<u>\$65,674</u>	
Cash Accounts:				
Operating Funds	\$115,475			
Reserve Funds	<u>\$183,380</u>			
Total Cash Accounts	<u><u>\$298,855</u></u>			
Other Noteworthy Items:				
Members Receivable	\$102,663			

Note 1: Massingham has switched to a new payment system. Because the budgeted reserves do not go through the regular

Delinquent dues assessments from homeowners as of May 31, 2013. Total cost to each homeowner represents an average of \$1,283

BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Meeting

7:30 P.M. July 16, 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 June 18, 2013 Regular & Executive Session Minutes
 - B. Review of Financial Statements for June 2013
 - C. Review Strongroom Procedures and Timelines
 - D. Approve Collection Actions
 - E. Write Off Bad Debt
 - F. Discuss Requiring Owners to Submit Lease Agreements to the Board
 - G. Review Float Policy & Float Agreement
 - H. Review Roofing and Siding Project – Approve Roofing Contract
 - I. Review Parking Issues and Policy
 - J. Architectural Committee Report
 - K. Review Landscaping Committee Report
 - L. Review Landside Committee Report
 - M. Review Waterside Committee Report
 - N. Review Neighborhood Communications Committee Report – Garage Sale and Picnic
 - O. Review Community Preparedness Committee Report
6. **Next Meeting Date & Location** – August 20, 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. July 16, 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 – 2013 Roofing Project
 - D. Review Disciplinary Matters - Hearings
 - 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 May 21, 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 the owners present on the sign in sheet.

Call to Order: The Board of Directors Meeting was called to order at 7:32 P.M. by President Dick Bacigalupi.

Homeowner Forum: An open forum was held. One owner brought concerns about roof repairs and maintenance to which landside Committee Chair Jeff Frankel gave a brief synopsis of the yearly roofing project. One owner brought that they were turning in an Architectural request for replacing windows.

Also in attendance was Karla Dayton, President of the Ballena Bay Condominium Association. She discussed with the Board their current projects, mutual concerns and suggested that both Boards work together on emergency preparedness.

Minutes: After careful review it was **MSC** to approve of the April 16, 2013 Regular Session minutes with corrections and Executive Session minutes as presented.

Financial Statements: The Board **tabled** the review of the Financial Statements for the period ending April 30, 2013 to allow corrections to be made.

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. Management presented a draft of a New Owner/Tenant Information form and Jeff Frankel stated that he would review it for conformation with the new CC&Rs.

Float Policy and 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 bidding process for 2013 and presented comparison sheets for siding and painting contract bids. After careful review it was **MSC** to approve the proposal from Sykes Construction for siding work and Lupe's Painting for the paint work.

Architectural Committee: Shortly after the April meeting Pat Faustman submitted an Architectural Application for replacing the upstairs bedroom sliding windows. It was **MSC** to formally approve the architectural application that was approved by unanimous email consent.

Ballena Bay Townhouse Association No. 1

Board of Directors Meeting Minutes

May 21, 2013

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Landscape Committee: Committee chair Pat Faustman reported the status of landscaping in Ballena Bay. The Board discussed the upcoming sewer pump upgrade that would require removal of some Ballena bay trees.

Waterside Committee: Rob Larsen and Dick Bacigalupi reported on the status of the wave maze and docks. Rob Larsen reported that his prop was damaged during one of the inspections of the wave maze and it was **MSC** to approve the reimbursement of the costs of repairs or replacement.

Adjournment/Next Meeting: With no further business before it the Board adjourned at 8:59 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