



At Dockside

A Monthly Publication of The Ballena Bay Townhouse Association #1

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

President's Message by Dick Bacigalupi

The August meeting covered general business matters pursuant to the agenda distributed. The annual repairs for the 400 Tideway units scheduled for 2013 are well under way. The work should be finished in time for the painting to be completed before the seasonal rains. So not to slow the project an Executive Meeting was held on September 4th to increase the spending limits for repairs. Once the siding was removed it was discovered that the cost of the work to repair dry rot and prevent future damage exceeded budget. This work also assured that we would maintain the repair specs we have followed in prior years. Unfortunately, no matter how detailed of an inspection used for developing the bids, the full extent of the dry rot and damage is not known until the siding is removed. Overall the average cost to repair the units this year is slightly over last year after adjusting for material cost increases

This is also a good time to remind everyone to avoid damaging their home siding. Nothing should be placed or attached directly to the siding without proper waterproofing and/or flashing. While the siding is primed and painted it is not waterproof. If the siding is not allowed to dry out for a long period of time it will cause dry rot to occur. If it is found that the siding is damaged by homeowner's actions the homeowner will be responsible for the repair. Plant pots should be elevated and not placed directly on decks and balconies to avoid the same problem.

It is time for the association to replace three outgoing Directors. Everyone should have received a nomination form. This is an excellent opportunity for homeowners to become part of the team who manages the Association's business. With the staggered terms for directors we have had good continuity year to year allowing new Directors an easy time to get up to speed. The time commitment is not a burden with duties spread over the seven-member board. Interested individuals should get their Nomination Form to David Boone at Massingham by the September 17th deadline. If you have any questions please feel free to call me.

Everyone is encouraged to remain diligent in securing your vehicles and homes. Since the last Dockside we have had vehicles broken into on the 300 block of Tideway and on Ballena Blvd. Good news is that the activity at the circle at 300 Tideway is on the decline. The new signage along with visits from the police and game warden appear to be working. Jennifer Flanigan and David Twiss met with the manager of the adjoining apartments to explore what joint actions we can take. Unfortunately they do not appear to see a problem. The most effective action so far has been reporting suspicious activity to the police. Keep up the good work neighbors.

The next general board meeting is scheduled for September 17th. Hope you can attend.



Landside Report by Jeff Frankel

As you read this, the siding work on the 400 block of Tideway is about 80% complete. Our target completion date is Wednesday, September 25 with painting to commence shortly thereafter.

The quality of the work we are getting from Sykes is first rate and as we did last year on the 300 block of Tideway, we are incorporating more flashing details at critical waterproofing junctures.

As Dick mentioned in his report, the siding portion of the project ran higher than we had budgeted. This was due to several factors:

- The amount of work on each home was higher than expected because our year-old visual inspection could not detect hidden decay behind belly bands and the like.
- We saw an uptick in labor and materials costs.

To put spending in perspective, last year, we spent about \$71,000 on 11 homes for siding repairs. While the final numbers are not in for 2013, we expect to spend about \$98,000 on 12 homes. We are coming out of a 5 year period of low construction prices and this year the contractors are busy and prices are up. This year, we have seen about a 5% increase in unit prices year over year for this work.

When you factor in this rise in constructions costs, we are then paying about \$93,000 (in 2012 dollars) on 12 homes. So year over year, spending per home looks like this:

	Number of Homes	Gross Amount	Normalized to 2012 Pricing	Spending /Home based on 2012 unit costs
12 homes 400 block Tideway - 2013	12	\$98,000	\$93,000	\$7,750
11 Homes 300 Block Tideway - 2012	11	\$71,000	\$71,000	\$6,450

Next year's target homes for siding and roofing repairs will be published along with the 2014 budget later this year. Stay tuned.



Waterside by Rob Larsen

Our divers are continuing the cleaning and repairs on the Ballena Blvd. wave maze. The new solar powered navigational light is installed. The waterside committee (Dick Bacigalupi and myself) have lubricated all the rubbing points on all the pilings throughout the association. You may have noticed a lack of noise at high tide. When the piling music gets a bit too much for you, you are welcome to use a non-stick cooking spray where the piling ring meets the piling.

While on each dock we did have trouble completing our work. Just a reminder, if you are keeping a kayak, row boat or dingy on a head float or finger you need to allow enough room to walk around them safely.

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.

Treasurer's Report by Ann Kenyon

Corrected financials for July attached.

Communications Report by Lu Abel

This month we introduce something new to At Dockside, the “Virtual Garage Sale,” a BBTA-only set of classifieds where you can buy, sell, offer, or ask for anything that’s legal. My wife, Diane Nelson Abel, has volunteered to coordinate and run it. You can reach her at nelsonpr@pacbell.net or 510-814-1810. Sections include: For Sale: Items you no longer want; Want to Buy: Items you hope some other BBTA resident has and no longer wants and that you are willing to pay for; Freebies: Things you are willing to give away for free, as on FreeCycle; Other Needs: Not items wanted but recommendations for services (baby sitters, termite inspectors, remodeling contractors) and requests for help (loan of a pressure washer or a chain saw, maybe a ride to the airport or a carpool to the city); Boat Stuff: Anything and everything related to your boat – whether it’s boat parts, someone to shinny up your mast, or crew a trip to Hawaii.



Virtual Garage Sale will “close” on the second Tuesday of every month. People have asked about including pictures. After some thought and suggestions, here’s what we will do: Pictures will be included in the electronic version of At Dockside, but we’re not sure about the printed copies. It costs the HOA for each and every page of the printed Dockside but bits on the internet are free, so we’re happy to include your pictures in the electronic version. JPEG (jpg or jpeg file extensions) only for pictures.

Disaster Preparedness – some emergency supplies by Jen (Scoop) Flanigan

I read the newspaper and watch news broadcasts about the various natural disasters hitting our country and the world. I always heave an inner sigh of relief knowing I don’t live in an area pounded by tornadoes, floods, hurricanes, etc, and congratulate myself on ending up in a place with perfect weather (this global perfect weather view was expressed in the 1800s by Richard Henry Dana Jr. in his book *Two Years Before the Mast*, and he had traveled much of the world). Then I remember I live in earthquake country. I heard this statistic recently – we have a 63% chance of experiencing a major earthquake by the year 2024. Sounds entirely reasonable.

My household is currently lacking any kind of disaster bag, or “relief pod” as one pricey outfitter terms it. So my husband and I have registered to take an emergency preparedness course given by the Fire Department. And to get us started, and to perhaps help you do the same, here are some items you might find valuable when the next big one hits, or some other unforeseen cataclysm catches us unawares.

First Aid

Pills & medications for 5-7 days, first aid pouch, antibiotic ointment, antiseptic wipes, bandages (all sizes) cotton swabs, tweezers, latex-free face masks, latex-free gloves

Tools

Crank flashlight, battery-powered radio, extra batteries, adjustable wrench, screwdriver, tarps, crowbar, hammer and nails, rope, work gloves, duct tape, signaling mirror, whistle, compass, can opener

Communications

Local map, extra keys for home and vehicle, emergency cash, in small denominations, list of emergency contact phone numbers, copy of driver’s license and insurance policies, photos of family members and pets. Buy one of those chargers for your iPhone that fits into your car lighter in case there is no electrical power.



Food and Water

Food/energy bars, canned goods such as soup, stew, chili, tuna, peanut butter & jelly, dry milk, canned juice, nuts and dried fruit. Store water in plastic containers (I learned recently that water in environments with heat and cold variations is subject to mold and should be replaced every 3-4 years.)

Sanitation

Unscented liquid bleach, hand sanitizer, heavy duty plastic garbage bags, plastic bucket with tight lid, toilet paper

Personal Items

Change of clothes, warm jacket (such as fleece), sturdy shoes, warm gloves, rain ponchos, hat, warm blanket, toothbrush/paste, towel, soap, shampoo & comb, feminine products, contact lens case & solution, eyedrops, extra eyeglasses, hearing aid batteries, notepad, pen or pencil

Miscellaneous

Food and toys for children and food, leash, litter for pets

The San Francisco Department of Emergency Management suggests storing your goods in an airtight container, such as a locking-lid garbage container.

Supplies for five to seven days are recommended since, depending on the severity of the emergency, disaster response teams, police and firefighters are likely to be overwhelmed, particularly at the onset.

Not appearing on any SF Dept. of Emergency Management list or FEMA's but my own intention will be to add a few bottles of wine for that calming effect I know I will need.



The BBTA Virtual Garage Sale

For Sale:

A set of deck furniture. Picture attached. It sits high up so you can see over the railings of our deck. It is a high quality set. We only changed it because we have a 4 year old and it's hard for her to get up there. Asking \$400. Andrea & Brad, 330 Tideway Dr., yaowzer@aol.com.



Two outdoor tables with chairs. The first one I am selling for \$5. It would look good if it had some fresh paint on it. I am also selling the table with two chairs for \$10 total. It is in good condition, I just don't have a space for it! Photos included. You can reach me at 818-370-9229 or christineong527@gmail.com



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



Antique English Edwardian mahogany dresser with original oval beveled mirror - \$425.

Very nice & sturdy for daily use. Would also make excellent bathroom vanity. About 100 years old. 21" deep x 42" wide x 48" high. Oval beveled mirror is 32" wide at widest part. Original brasses. Two long drawers & 2 short drawers, all dovetailed. Wear appropriate to its age. At some point, more than 25 years ago, screws were inserted in back of arm attaching mirror to dresser to strengthen attachment. Diane Abel, nelsonpr@pacbell.net, 510-814-1810.



9 gallon Sears compressed air tank, 125 psi - \$25.

Nicely sized portable tank for inflating tires, mattresses, sport equipment, toys, etc. Refillable at any service station or air compressor. Includes: Gauge, Hose and line shutoff valve. Manual pressure relief valve. Large easy-to-read pressure gauge. Built in handle for easy transport. Lu Abel, luabel@ymail.com, 510-814-1810.





ANTIQUE bentwood rocking cradle (probably between 100 and 135 years old) - \$110, Dark brown. 37" long x 21" wide. Rockers are 32" wide. Very sturdy & well made. Although my baby son slept in it (with crib mattress) 40 years ago, it no longer meets federal standards for baby crib safety as bars are too far apart. Would be perfect for doll collectors or just as a beautiful piece of sculpture. Dog bed? To hold decorative pillows? Block the rockers and put solid board in the bottom & use it as a plant stand? (I've done this.) Lots of possible uses. Diane Abel, nelsonpr@pacbell.net, 510-814-1810.



OTHER NEEDS:

NEED REFERRAL FOR WINDOW WASHER AND CARPET CLEANER....

Thank you. Diane Abel, nelsonpr@pacbell.net, 510-814-1810.

BOAT STUFF:

Need to Sail. 50+ Fit, Healthy Male hoping to crew. Moved to Alameda from Miami in July. Extensive racing and cruising experience on monohulls and multihulls from 30' to 50'. Previously owned a C&C 35 for a decade. Open to anything from a day sail on the Bay to a TransPac. Have all necessary personal gear and a flexible schedule. Contact Frank at 305-903-1113 or at fy@franklyoung.com.

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davidb@massingham.com



1970 13' Boston Whaler with Johnson 15 hp outboard engine. A great utility boat. A little beat-up but you can pass that off as a "Classic Look ". Recent bottom job (3 months ago) \$650 as is where is with all faults and no guarantee. Gary Helms, (510) 865 2511, helmz@aol.com



Welder - Clarke Model WE6519A. Purchased as factory refurb but never used it. \$35 **Garden Fountain** with re-circulating water pump \$50 - Jeff Frankel (510) 769-6097 jfrankel@pacbell.net



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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 August 20, 2013

7:00 PM Ballena Bay Yacht Club

BBTA Board of Directors Meeting August 20, 2013

7:30 PM Ballena Bay Yacht Club

BBTA Executive Committee September 17, 2013

7:00 PM Ballena Bay Yacht Club

BBTA Board of Directors Meeting September 17, 2013

7:30 PM Ballena Bay Yacht Club

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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 July 31, 2013

Income & Expenses:	Actuals	Budget	Favorable/ (Unfavorable) Variance	Comments
Total Income	\$394,191	\$386,458	\$7,733	Income from Late Fees = \$7.0k over budget.
Expenses:				
Administrative Expense:				
Bank Loan	\$80,163	\$80,150	(\$13)	
Bad Debt Expense	\$0	\$11,667	\$11,667	Bad Debt Expense booked at end of year by CPAs.
All Other Administrative Expense	\$3,737	\$5,297	\$1,560	
Total Administrative Expense	\$83,900	\$97,114	\$13,214	
Insurance	\$24,875	\$24,792	(\$83)	
Utilities (Electric and Water)	\$7,888	\$7,700	(\$188)	
Landscaping & Irrigation	\$24,734	\$31,383	\$6,649	Timing of when work is performed & billings received.
Repair & Maintenance	\$8,278	\$9,975	\$1,697	
Professional Services:				
Audit & Tax Services	\$1,390	\$875	(\$515)	Year end review work is completed in 1st Qtr. of year.
Legal Services	\$11,946	\$8,750	(\$3,196)	Legal fees for collections more than anticipated by \$2.2k.
Management Fees & Misc. Services	\$16,848	\$16,548	(\$300)	
Taxes	\$10	\$321	\$311	
Reserve Funding	\$189,875	\$189,875	\$0	
Total Expense	\$369,744	\$387,333	\$17,589	
Total Net Income	\$24,447	(\$875)	\$25,322	

Cash Accounts:

Operating Funds	\$65,108
Reserve Funds	\$291,886
Total Cash Accounts	\$356,994

Other Noteworthy Items:

Members Receivable

\$104,384

Delinquent dues assessments from homeowners as of July 31, 2013. Total cost to each homeowner represents an average of \$1,305.

BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Meeting

7:30 P.M. September 17, 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 August 20, 2013 Regular & Executive Session minutes and September 4, 2013 Emergency Executive Session minutes
 - B. Review of Financial Statements for July & August 2013
 - C. Approve Collection Actions
 - D. Write Off Bad Debt
 - E. Review Election Timeline and Candidates
 - F. Election by Acclamation (only if applicable)
 - G. Election of Officers (only if applicable)
 - H. Review Change to Sign Rules, Policies and CC&Rs
 - I. Review Float Policy and Float Agreement
 - J. Review Roofing and Siding Project
 - K. Review Parking Issues and Policy
 - L. Architectural Committee Report – 334 Tideway Drive
 - M. Review Landscaping Committee Report
 - N. Review Landside Committee Report
 - O. Review Waterside Committee Report
 - P. Review Neighborhood Communications Committee Report – Garage Sale and Picnic
 - Q. Review Community Preparedness Committee Report
6. **Next Meeting Date & Location** – October 15, 2013, Ballena Bay Yacht Club, 1150 Ballena Blvd, Alameda. *Note: this date may possibly change due to the election.*
7. **Adjourn** 8:50 p.m.

BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Executive Session

7:00 P.M. September 17, 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 - 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 July 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 the owners present on the sign in sheet.

Call to Order: The Board of Directors Meeting was called to order at 7:36 P.M. by Vice President Jeff Frankel.

Homeowner Forum: An open forum was held. One owner brought concerns about the undesirable element that was congregating at the end of Tideway Drive. They reported drinking, beer bottles and other trash. They suggested lighting and signage. They also brought that there were items being stored on some of the docks that were a trip hazard.

Minutes: After careful review it was **MSC** to approve of the June 18, 2013 Regular Session minutes with corrections and Executive Session minutes as presented.

Financial Statements: The Board **tabled** the review of the Financial Statements until next month.

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. Management presented a draft of a New Owner/Tenant Information form and some small changes were made. It was **MSC** to adopt the form as amended.

Float Policy and Agreement: Discussion on this was **tabled** until the next meeting so that Waterside Chair could review the agreement.

Architectural Committee: No new Architectural Applications were submitted to the Architectural Committee. The 412 Tideway application to install a boat hoist was approved with some conditions at the June meeting and the committee informed the Board that they had signed off on the final approval.

Landside Committee: Jeff Frankel reported to the Board. As a result of the concerns brought in the open forum the Board authorized David Twiss to contact the Ballena Bay Apartments about cooperating on lighting and signs and to ask them about installing a Stop sign at the exit of their property. David will also talk to City of Alameda about installing a Stop Sign at the corner on Tideway.

Ballena Bay Townhouse Association No. 1

Board of Directors Meeting Minutes

July 16, 2013

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Roofing and Siding Project: Committee Chair Jeff Frankel reported to the Board on the status of the 2013 roofing, siding and painting projects as well as the status of Construction Managers Richard Avelar and Associates. Jeff reported that there would most likely not be a roofing project this year because Avelar had withdrawn as a CM for roofing, siding and painting. As the Board has already selected companies for the siding and painting work, these projects will proceed with Jeff working as the liaison. On roofing the Board determined that it would be prudent to defer the roofing work until next year unless a qualified Construction Manager is found, provided however that the Construction Manager is properly vetted and has time to vet the Sorenson Roofing bid by the end of July. Because of the time constraints the Board deemed this unlikely to happen.

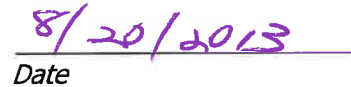
Landscape Committee: Committee chair Pat Faustman was not present to give her report.

Waterside Committee: Rob Larsen reported that the channel light was received and will be installed and that divers will be working on the wave maze

Adjournment/Next Meeting: With no further business before it the Board adjourned at 9:14 p.m. The next regular Board of Directors meeting was set for August 20, 2013 at 7:30 p.m. at the Ballena Bay Yacht Club.



Director Signature



Date