



# 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 – April 2014**

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## *President's Message by Gary Flanigan*

Water Water Everywhere!

Jen and I have been getting training from the Alameda CERT disaster preparedness folks. During this process, we have also acquired some battery-free flashlights and radios, a prefab kit (from AAA) containing first aid supplies and such, and a week's supply of (probably not very good) food which has an expiration date likely after our own!

It is always somewhat daunting to try and prepare for the unexpected, and most of us just end up putting it off. One thing all of us can do without much effort is probably the easiest and most important. Buy a few cases of water bottles and put them in the garage. Most of us, sadly including me, can likely last quite a while without food. But water is altogether more urgent. So, while we may be surrounded by water, it will not do us much good if some disaster occurs.

If you don't have a supply of water prepositioned, I recommend picking some up the next time you are in the grocery store or at Costco.

## *Landscape Committee by Pat Faustman*

Spring is here. Our trees have bloomed and the new spring leaves are out. Our landscaper aerated and fertilized our lawns last week just in time for the rain. The aeration involves perforating the soil with small holes to allow air, water and nutrients to penetrate the grass roots. So, for those of you who thought you had clumps of dirt on your lawns [or dog droppings – Ed], it was the aeration.

If you have any questions or concerns about landscaping, please contact your landscaping committee: Pat Faustman, Patty Corrigan, Isabella Foster, Kathy Walker and Patti Klaus.

## *Treasurer's Report by Ann Kenyon*

The CPA firm has not yet completed their review of the Ballena Bay Townhouse Association financial statements for the year 2013. When the report is complete we will publish the figures in Dockside. Also, after completion of the 2013 financial review we will be able to move forward and publish the year to date financials for 2014.

Massingham has incorporated many changes in their financial systems and procedures during the past year – some of which have not gone smoothly. I apologize for the delay in being able to report the information and hope that 2014 will be smoother.



***Landside Report by Jeff Frankel***

No report this month.

***Waterside by Rob Larsen via Lu Abel***

We just finished the Ballena portion of the maze. It has been cleaned, new perimeter chain has been installed, the interior tires have been lashed together were they had parted and the interior has been chained to the piling ring tires.

Our diver will start next week on the Tideway portion. Then we will start all over again.

Dick & Rob will need to reattach the perimeter tires to the new chain. We are always looking for volunteers, especially now that Dick underwent surgery to correct a problem with is shoulder.

***Communications Report by Lu Abel***

Ever wonder what happened to the Exxon Valdez after her infamous accident 25 years ago? She was actually renamed and continued in service until last year – including being involved in another accident. See <http://gcaptain.com/happened-ship-exxon-valdez-big-spill/>

***Neighborhood Events by Sue Cherrie***

BALLENA BAY SPRING GARAGE SALE WILL RETURN! Sue Cherrie will be coordinating a community-wide Garage Sale. Tentative date is Saturday, May 17 (other dates considered by contacting Sue). If you would like to help plan it, please contact Sue (phone and email on last page). If you are interested in participating, let Sue know too!

***Treasurer's Report by Ann Kenyon***

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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  
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	Gary Flanigan	garyflanigan@gmail.com 510.523.4734
VP/Landside	Jeff Frankel	jfrankel@pacbell.net 510.769.6096
Secretary	Sue Cherrie	suecherrie@hotmail.com 510.864.1709
Treasurer	Ann Kenyon	kenyon2@pacbell.net 510.521.6376
Landscape	Pat Faustman	pgfaustman@gmail.com 510.864.0665
Communications/Waterside	Lu Abel	luabel@ymail.com 510.814.1810
Director	John Finston	jfinston@gmail.com 510.428.1368

**CALENDAR**

BBTA Executive Committee April 15, 2014  
7:00 PM Ballena Bay Yacht Club

BBTA Board of Directors Meeting April 15, 2014  
7:30 PM Ballena Bay Yacht Club

BBTA Executive Committee May 20, 2014  
7:00 PM Ballena Bay Yacht Club

BBTA Board of Directors Meeting May 20, 2014  
7:30 PM Ballena Bay Yacht Club

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)

# BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

## Board of Directors Executive Session

7:00 P.M. April 15, 2014  
Ballena Bay Yacht Club  
1150 Ballena Blvd, Alameda, CA 94501

## AGENDA

1. **Call to Order**
  
2. **Items Requiring Board Action**
  - A. Review Contracts
  - B. Review and Approve Collection Actions
  - C. Review Legal Issues
  - D. Review Disciplinary Matters
  - E. Personnel Issues
  
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. April 15, 2014

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 March 18, 2014 Regular & Executive Session minutes
  - B. Review of Financial Statements for period ending February 2014
  - C. Approve Reserve Study
  - D. Approve Collection Actions
  - E. Write Off Bad Debt
  - F. Review Roofing and Siding Project
  - G. Review Parking Issues and Policy
  - H. Architectural Committee Report
  - I. Review Landscaping Committee Report
  - J. Review Landside Committee Report
  - K. Review Waterside Committee Report
  - L. Review Neighborhood Communications Committee Report – Garage Sale and Picnic
  - M. Review Community Preparedness Committee Report
6. **Adjourn** 8:40 p.m.
7. **Next Meeting Date & Location** – May 20, 2014, Ballena Bay Yacht Club, 1150 Ballena Blvd, Alameda.

# BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

## Board of Directors Meeting

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

### MINUTES February 18, 2014

#### Board Members

Gary Flanigan	President	Term expires 2015
Jeff Frankel	Vice President	Term expires 2014
Ann Kenyon	Treasurer	Term expires 2014
John Finston	Secretary	Term expires 2015
Pat Faustman*	Director	Term expires 2014
Lu Abel	Director	Term expires 2014
Sue Cherrie	Director	Term expires 2015

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

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

**Call to Order:** The Board of Directors Meeting was called to order at 7:30 P.M. by President Gary Flanigan.

**Homeowner Forum:** An open forum was held and one owner inquired as to the status of lighting upgrades on Tideway Drive. One owner brought their concerns to the Board about the condition of some of owners' piers for their decks.

**Minutes:** After careful review it was **MSC** to approve the regular and Executive Session Minutes of January 21, 2013 as presented.

**Financial Statements:** Approval of the October - December Financial Statements were tabled to allow more time so that corrections could be made by Massingham's accounting department. Treasurer Ann Kenyon and Manager David Boone are working together to make the corrections.

**Sign Rules, Policies and CC&Rs:** At the November meeting the Board approved the language amending the section of the CC&Rs to allow security signs. A ballot was sent out to all owners for their approval but so far only 41 ballots have been returned. After some discussion it was **MSC** to extend the voting period again until the March meeting to allow more ballots to be turned in.

**Float Policy and Agreement:** Further discussion on this was **tabled** to allow more time for the Board to work on the policy.

**Roofing and Siding Project:** After careful review of the proposals it was **MSC** to approve the contract with Southwest Construction Services to manage the 2014 Roofing, Siding and Painting projects.

**Parking Issues:** The Board discussed what was necessary to implement the approved parking policy. Each member of the Board present will work on the details of the implementation over the next month.

**Architectural Committee:** There were no Architectural Applications this month to approve.

**Landside Committee:** Jeff Frankel gave his report to the Board.

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Board of Directors Meeting Minutes

February 18, 2014

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**Landscape Committee:** Committee Chair Pat Faustman was not present to report to the Board about the current status of the landscaping.

**Waterside Committee:** Waterside liaison Lu Abel reported on the status of the wave maze. The committee is continuing to research a better design for the wave maze that is effective but more durable.

**Neighborhood Communication Committee:** The Board discussed the upcoming community picnic and garage sale and set tentative dates of Saturday May 17<sup>th</sup> for the garage sale and June 21<sup>st</sup> for the community picnic.

**Community Preparedness:** Gary Flanigan reported that he and his wife Jen would be taking a ham radio course

**Adjournment/Next Meeting:** With no further business before it the Board adjourned at 8:57 p.m. The next regular Board of Directors meeting was set for March 18 at 7:30 p.m. at the Ballena Bay Yacht Club.

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*Director Signature*

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*Date*