



At Dockside

A Monthly Publication of The Ballena Bay Townhouse Association #1

Protecting property values and the quality of life in Ballena Bay – January 2015

President's Message
By Gary Flanigan

What happened to 2014? Already we are in a new year, with more of the same challenges. As always, the Board is working to help manage the maintenance of our community. Progress has been made each year recently on the specification of our repairs and replacements, and we are finally getting to a point where we are making up for many years of neglected maintenance. As this is an ongoing process (think W.E. Deming), there is likely always room for improvement. I am not soliciting complaints, but if anyone has a constructive suggestion for improving how the work of the Association is done, please submit it. It will certainly be considered.

Waterside Report
By Rob Larsen

HAPPY NEW YEAR.

The diver is back on site this week resuming his duties of cleaning the wave maze. The waterside committee (Dick Bacigalupi and I) will begin attaching the new and rebuilt perimeter tires that we received last month, to the perimeter chain.

The committee also replaced ramp wheels at 433 Cola Ballena. We try to keep our eyes on the older wheels with black rubber tread on an aluminum hub. Please let us know if you see the tread separate from the hub on your ramp wheels.

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

While we still have a few finishing touches to go on the painting portion of the 2014 Construction program, for the Board and the landside committee, it's time to start planning the 2015 construction program. The first steps are underway which are:

- Solicit and consider a proposal for construction management
- Determine target homes for siding, painting and roof work
- Set up schedules
- Develop candidate contractor lists
- Develop bid packages
- Solicit and bids
- Evaluate bids and choose contractors and award bids.

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



As things in construction tend to take longer than planned, we hope to have these preliminaries done and contractors selected by the end of March so that we have the maximum amount of time in the year available for the work of actual construction. We will keep you posted via Dockside as things progress.

Landscape Committee
By Dick Bacigalupi

I am happy to report that our landscaping weathered the last big windstorm very well. Each year our arborists trim the trees to “cut out the sail” to prevent limbs from breaking and/or having the entire tree blow over. This is especially done for the large Eucalyptus trees. Our preventive measures paid off, as all our trees remained upright and there was no reported damage from fallen limbs. On a separate matter, while the storms brought in some well-needed rain it has been followed by cold dry winds. To protect our landscaping we have begun irrigating once a week. The moisture in the soil will also prevent damage from any freezing temperatures. Homeowners may consider doing the same for their own plants.

With the beginning of the New Year I am putting out the call for volunteers to serve on the Landscape Committee. It is an opportunity to have fun and have a very visible impact on your community. Pat Faustman and Pat Corrigan, the current members, have done an excellent job for a number of years. They are looking for one or two other volunteers who share their interest in maintaining and improving our landscaping. It will also be an excellent opportunity to learn the demands of our unique landscape. The best part is you will have fun working with some great knowledgeable people. Please call Pat Faustman, Pat Corrigan or myself if you are interested.



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/Landside	Gary Flanigan, garyflanigan@gmail.com 510.523.4734
VP/Landscape	Dick Baciaglupi, dickbacigalupi@hotmail.com 521 2426
Secretary	John Finston, jfinston@gmail.com 510.428.1368
Treasurer/Community	
Preparedness	David Twiss, djtca1usa@gmail.com 925 525 2835
Communications	Mili Delbecq, mdelbecq@comcast.net 510 769 1019
Waterside	Rob Larsen, relarsen@comcast.net 510 5224020
Architectural	Sue Cherrie, suecherrie@hotmail.com 510.864.1709

CALENDAR

BBTA Executive Session 7:00 PM Ballena Bay Yacht Club	January 20, 2015
BBTA Board of Directors Meeting 7:30 PM Ballena Bay Yacht Club	January 20, 2015
BBTA Executive Session 7:00 PM Ballena Bay Yacht Club	February 17, 2015
BBTA Board of Directors Meeting 7:30 PM Ballena Bay Yacht Club	February 17, 2015

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BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Executive Session

7:00 P.M. January 20, 2015
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, Delinquency and Foreclosure Actions
 - C. Review Legal Issues
 - D. Review Disciplinary Matters – 300 Tideway Insurance Reimbursement
 - 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. January 20, 2015

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 December 16, 2014 Regular and Executive Session minutes.
 - B. Review of Financial Statements for periods ending October 31, 2014 & November 30, 2014
 - C. Approve Collection Actions
 - D. Write Off Bad Debt
 - E. Review Roofing, Siding and Painting Project
 - F. Review Parking Issues and Policy
 - G. Architectural Committee Report
 - H. Review Landscaping Committee Report
 - I. Review Landside Committee Report – Road Sealing
 - J. Review Waterside Committee Report – Float Agreements, Proposed Lift Rules
 - K. Review Neighborhood Communications Committee Report
 - L. Review Community Preparedness Committee Report
6. **Adjourn** 8:40 p.m.
7. **Next Meeting Date & Location** – February 17, 2015, Ballena Bay Yacht Club, 1150 Ballena Blvd, Alameda.

BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Meeting

7:00 P.M. Ballena Bay Yacht Club, 1150 Ballena Blvd, Alameda, CA

MINUTES November 18, 2014

Board Members

Gary Flanigan	President	Term expires 2015
Dick Bacigalupi	Vice President	Term expires 2016
David Twiss	Treasurer	Term expires 2016
John Finston*	Secretary	Term expires 2015
Sue Cherrie	Director	Term expires 2015
Mili Delbecq	Director	Term expires 2016
Rob Larsen	Director	Term expires 2016

MSC = Means a **Motion** was made, **S**econded and **C**arried *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 7:35 P.M. by President Gary Flanigan.

Homeowner Forum: An open forum was held and one owner had concerns about the quality and workmanship of the painting and construction work on their building. They also stated that the projects had disrupted their home from August until mid November. The Board determined to check the work being done personally by some Board members as well as bringing these concerns to the **Association's Construction Manager**. Two owners had questions about the status of whether the Board would allow them to have work done on their home with their own contractors.

Minutes: After careful review it was **MSC** to approve the minutes of October 21, 2014 with corrections and the Executive Session minutes of October 21, 2014 as presented.

Financial Statements: Treasurer David Twiss discussed the September Financial Statements with the Board. It was **MSC** to accept the September Financials as presented.

Parking Policy: The Board discussed implementing the Parking Policy and it was determined that Dick Bacigalupi and David Twiss will partner to implement the policy in January 2015.

Roofing and Siding Project: Jeff Frankel was not present to report to the Board.

Landside Committee: The Board determined that Gary Flanigan and David Twiss will look at what would be needed to put a light at the end of Tideway Drive.

Architectural Committee: Architectural Committee Chair Sue Cherrie discussed the architectural applications of 415 Cola Ballena to replace windows in their home and of 441 Cola Ballena to install a gas meter next to their driveway. The Architectural Application for 415 Cola Ballena was approved by unanimous email consent. It was **MSC** to approve the application of 441 Cola Ballena.

Landscape Committee: Landscape Committee Chair Dick Bacigalupi reported to the Board on the status of landscaping in Ballena Bay.

Ballena Bay Townhouse Association No. 1

Board of Directors Meeting Minutes

November 18, 2014

Page 2

Waterside Committee: Rob Larsen reported on the wave maze maintenance and the fact that fewer tires are coming loose from the maze. Rob and Dick will also be working on guidelines for boat lifts.

Neighborhood Communication Committee: Committee Chair John Finston was not present to report to the Board.

Community Preparedness: Committee Chair Gary Flanigan reported that there will be a meeting on community preparedness to encourage residents to be prepared for emergencies.

Adjournment/Next Meeting: With no further business before it the Board adjourned at 8:34 p.m. The next regular Board of Directors meeting was set for December 16, 2014 at 7:30 p.m. at the Ballena Bay Yacht Club.

Director Signature

Date

APPROVED