



At Dockside

A Monthly Publication of The Ballena Bay Townhouse Association #1

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

President's Message

By Dick Bacigalupi

As we close out 2015 and look forward to the start of the upcoming year, our association also looks forward to a new year with a newly elected board. I am happy to announce that the association has successfully completed the election, and our community will have a strong board for the upcoming year. Thank you to everyone for your participation and interest in the election process. Our association does not manage on it's own, and it requires the input and help of all homeowners, to be successful.

Under the two-year staggered terms for directors the association will have good continuity of management for the upcoming year. I want to welcome Jeff Frankel, Jill MacAfee and Lynne Robertson as new members to the board. Jeff will serve as Vice President and has volunteered to continue to manage the repair and maintenance of our homes as Landside Committee Chair. Jill will be serving as Secretary and handling Community Preparedness. Lynne will be Co-Chairman of the Communications Committee and a member of the Architectural Committee. The directors serving the second year of their two-year term will be Mili Delbecq, Rob Larsen, David Twiss and myself. Mili will be Architectural Committee Chair and Co-Chair of Communications and David will continue as Treasurer. Rob has volunteered to continue as Waterside Committee Chair. I will serve as President and continue as Landscape Committee Chair.

I also want to take this opportunity to give a special thanks to the outgoing directors. As president, Gary Flanigan kept the meetings on track and served on various committees. John Finston will be missed as secretary. Sue Cherrie managed timely review and approval of homeowner requests as Architectural Committee Chair. Their candid discussions on various matters that came before the board will be sorely missed.

Everyone should have received the BBTA annual disclosure statement and fiscal budget for 2016. The annual disclosure is a legal requirement. Other than the 2016 budget, they are the same as our governing documents and policies previously distributed. If you have not received the information or have questions please contact David Boone, our property manager.

On behalf of the board I would like to wish everyone a Happy Holiday and the best in 2016. With all the turmoil going on in the world please take this time to remember and enjoy your family and friends.

New Website

By Jeff Frankel

As you may have noticed, our website (www.ballena.net) has not always been kept up-to-date. It's been a busy year and the design of the old site (from 2007) did not make it easy to add new content or modify the design. I've recently ported the site to a new platform (Joomla for those of you who care about these things) and have gotten the site completely up to date with respect to the posting of minutes and newsletters.

New Content/Improvements

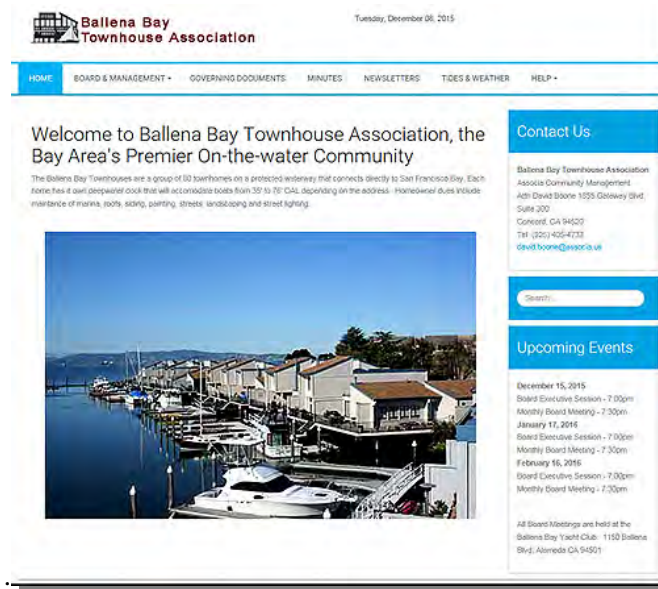
- The site now has a working search function – try entering boat length in the search box for example.
- Menu structure/items can be edited at will.

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



- Look and feel of the site can be changed quickly and independently of the content
- Minutes and At Dockside are completely up to date
- Reference documents now include downloadable PDF copies of the CC&Rs and Bylaws
- Maximum Boat length document now in Governing and Reference documents (Thanks Rob and Dick!)

What features would you like to see? Please address comments about and suggestions for the site to the Board.



**Waterside
by Rob Larsen**

There is nothing new for the waterside committee but...

Jeff has done a great job on the remodeled website. He has posted the maximum boat lengths for each address. Go to our website at www.ballena.net, next go to Governing Documents then under Reference documents see permissible overall boat lengths by BBTA address. Thanks Jeff.

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 Dick Bacigalupi**

“Rain keeps falling in my eyes...” and lets hope it continues. Other than the rain not much has been happening on the Landscaping front. The turf removal and replanting of the small lawn area between 1211 and 1213 Ballena, work that had been previously postponed, has been scheduled. This will allow the entire area to be on drip with drought resistant plants. All other planting projects will be postponed until spring when we have warmer weather.



There was a concern that the pine trees in the median between the parking lot at the end of Cola Ballena could fall. Before a bid could be obtained, the neighboring association took it upon themselves to have the trees in question removed as well had others trimmed. Problem solved. I have also been assured that the trees on the association property have been trimmed to prevent damage in preparation for the upcoming El Nino.

Everyone is again reminded to be on the look out for leaks in our irrigation system. Two leaks discovered last month have been repaired. Water restrictions will not be removed until next year, depending on rainfall amounts. If you see a leak in the irrigation please notify a member of the Landscape Committee.

Just a reminder for the holidays, if you have a live Christmas tree or other Holiday botanical, be sure to keep it watered and remove it when it becomes dry to prevent a fire. The last thing one needs is to “light up the holidays” with a tree fire.

Treasurer’s Report by David Twiss

Monthly financials YTD summary up to and including 11.30.15 are attached. As of this reporting period your association is \$54,614 under budget.

Communications Committee Report By Mili Delbecq

The new Communications Committee is composed of Lynne Robertson, Sue Cherrie and myself. Lynne and Sue will take the lead in developing a program to expand communications beyond the Dockside Newsletter to extend a warm welcome to new owners on behalf of our Ballena Bay Townhouse Association. We hope to become acquainted, answer questions and provide information that is helpful, perhaps a map of Alameda, an old fashioned local telephone book, our Architectural Guidelines if they are planning a remodel, etc. Please let one of us know if you have suggestions. I will continue to be responsible for putting the Dockside together along with the generous support of Jeff Frankel.

Gutter Cleaning: Honest, the association is going to have the gutters cleaned, hopefully between now and Christmas. The delay has been due to backlogs that companies have due to increased business because of the anticipated El Nino.

Happy Holidays!

Architectural Committee Report By Mli Delbecq

The new Architectural Committee is composed of Lynne Robertson, Jen and Gary Flanigan, and myself. Although there are no new applications for review this month, please remember that it is necessary to submit an application to David Boone, our association manager, if you plan a remodel that makes any changes to the exterior of your unit, including replacement of windows and roof vents, etc.

In addition to reviewing applications this year, the Architectural Committee plans to revise the Guidelines to simplify and make them more readable. More about this in the months to come.



Contact Information

Management Company

Associa, 1855 Gateway Blvd, Suite 300, Concord, CA 94520
Office (including 24/7 Emergencies) 925.405.4900
FAX – 925.405.4747

Community Manager

David Boone, davidb@massingham.com, 925.405.4733

Assistant Community Manager

Joseph Schmalenbach, josephs@massingham.com, 925.405.4722

Board Members

President/Landscape Committee

Dick Bacigalupi, dickbacigalupi@hotmail.com, 510.521.2426

VP/Landside Committee

Jeff Frankel, jfrankel@pacbell.net 510.769.6097

Secretary/Community Preparedness

Jill MacAfee, jillalyson.macafee@gmail.com 510.814.1849

Treasurer

David Twiss, djtcalusa@gmail.com, 925.525.2835

Director at large/Communications Committee/Architectural Committee

Mili Delbecq, milidelbecq@gmail.com 510.295-5256

Director at large /Waterside Committee

Rob Larsen, relarsen@comcast.net, 510.522.4020

Director at large /Co-Chair Communications Committee

Lynne Roberson, lynne.c.robertson@gmail.com

CALENDAR(all meeting at Ballena Bay Yacht Club unless specified otherwise)

BBTA Executive Session	December 15, 2015 7:00 pm
BBTA Board of Directors Meeting	December 15, 2015 7:30 pm
BBTA Executive Session	January 19, 2016 7:00 pm
BBTA Board of Directors Meeting	January 19, 2016 7:30 pm

**Ballena Bay Townhouse Association
Income and Expenses Compared to Operating Budget
YTD For the Period Ending 11-30-15**

Income & Expenses:	Actuals	Budget	Favorable/ (Unfavorable) Variance	Comments
Total Income	\$634,649	\$629,475	\$5,174	
Expenses:				
Administrative Expense:				
Bank Loan	\$125,950	\$125,950	\$0	
Bad Debt Expense	\$0	\$9,167	\$9,167	
All Other Administrative Expense	\$5,039	\$8,599	\$3,560	
Total Administrative Expense	\$130,989	\$143,715	\$12,727	
Community Events	\$1,306	\$0	(\$1,306)	Annual Picnic Event
Insurance	\$42,673	\$44,000	\$1,327	
Utilities (Electric and Water)	\$10,274	\$16,042	\$5,768	
Landscaping & Irrigation	\$35,946	\$51,277	\$15,331	
Repair & Maintenance	\$12,647	\$35,146	\$22,498	
Professional Services:				
Audit & Tax Services	\$1,390	\$1,375	(\$15)	
Legal Services	\$18,496	\$11,000	(\$7,496)	
Management Fees & Misc. Services	\$27,893	\$28,316	\$423	
Taxes	\$45	\$229	\$184	
Reserve Funding	\$298,375	\$298,375	\$0	
Total Expense	\$580,034	\$629,475	\$49,440	
Total Net Income	\$54,615	\$0	\$54,614	

Cash Accounts:

Operating Funds	\$352,816
Reserve Funds	\$141,715
Total Cash Accounts	\$494,532

Other Noteworthy Items:

Delinquent Members Receivable	\$35,274
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Reduced because of a large payment of one delinquent account and the write off of bad debt. Write-off does not preclude collection of this debt in the future should that become possible.

Delinquent dues assessments from homeowners as of November 30, 2015. Total cost to each homeowner represents an average of \$440.92

BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Executive Session

7:00 P.M. December 15, 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

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. December 15, 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.
 - A. Review November Financial Statements
5. **Management Report** 8:00 p.m.
Action Items
 - A. Approval of November 17, 2015 Regular and Executive Session minutes
 - B. Review of Financial Statements for periods ending November 30, 2015
 - C. Approve Collection Actions
 - D. Write Off Bad Debt
 - E. Review Roofing, Siding and Painting Project
 - F. Review Landside Committee Report – Road Sealing, Apartment Roadway Use
 - G. Review Parking Issues and Policy
 - H. Architectural Committee Report
 - I. Review Landscaping Committee Report
 - J. Review Waterside Committee Report – FEMA Flood Maps, Dock Ladders
 - K. Review Revised Float and Boat Lift Policies and Agreements
 - L. Review Neighborhood Communications Committee Report
 - M. Review Community Preparedness Committee Report
6. **Adjourn** 8:40 p.m.
7. **Next Meeting Date & Location** – January 19, 2016, Ballena Bay Yacht Club, 1150 Ballena Blvd, Alameda.