



At Dockside

A Monthly Publication of The Ballena Bay Townhouse Association #1

Protecting property values and the quality of life in Ballena Bay – April 2016

President's Report By Dick Bacigalupi

There was not a Homeowner's Open Forum at the last meeting as no homeowners attended. The major meeting subjects were the review and approval of the quotes for the building repairs and roof replacement for 2016 and the association's insurance renewal. The homeowners who will have their homes worked on will be notified before the work begins. Notices will be sent out prior to the beginning of the work. The remainder of the meeting concerned normal operating matters.

It has become evident that the "Super" El Nino was a bust. Northern California received a little above normal while Central and Southern California were below average. EBMUD has not yet announced the usage rates but it can be assumed restrictions will remain in place for 2016. Another reason to not over water is to prevent standing water for mosquitoes to breed. With the threat of the Zika virus expanding to mid California everyone should do what he can to prevent the spread.

Thanks to Sue Cherrie for organizing the recent garage sale. The advertising and signs brought in many potential customers. Many of the participants said it was a success, giving them the opportunity to pass on their "treasures". With the great weather it also gave homeowners a chance to visit and get caught up.

The next general board meeting is scheduled for April 19th. Hope you can attend.

Treasurer's Report by David Twiss

Monthly financials YTD summary up to and including 03-31-2016 are attached. As of this reporting period our association is \$6,559 over budget. This expense overage is caused by legal fees to collect past due assessments.

Landscape Committee By Dick Bacigalupi

Even though "Super" El Nino was a bust the rain we did receive was great. The landscape looks the best it has for some time. Unfortunately due to lack of rain in February we have started irrigation. This, along with the recent showers, should help everything recover. Taking advantage of the cooler weather the lawns between 455/459 and 415/421 Cola Ballena have been reseeded and the irrigation system renovated. With the irrigation renovation we should be able to keep the lawn watered even with water rationing. The tree replacement plan is nearly finalized and plantings should begin the next couple of months.

As always, please let the Landscape Committee know of any water leaks or over watering. We have found a couple of leaks already and I am sure there will be others.



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 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 Robertson, lynne.c.robertson@gmail.com 428.1368

CALENDAR

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

BBTA Executive Session	April 19, 2016 at 7:00 p.m.
BBTA Board of Directors Meeting	April 19, 2016 at 7:30 p.m.
BBTA Executive Session	May 17, at 7:00 p.m.
BBTA Board of Directors Meeting	May 17, at 7:30 p.m.

**Ballena Bay Townhouse Association
Income and Expenses Compared to Operating Budget
YTD for the Period Ending 03-31-16**

Income & Expenses:	Actuals	Budget	Favorable/ (Unfavorable) Variance	Comments
Total Income	\$172,612	\$170,400	\$2,212	
Expenses:				
Administrative Expense:				
Bank Loan	\$34,350	\$34,350	\$0	
Bad Debt Expense	\$0	\$1,250	\$1,250	
All Other Administrative Expense	\$2,012	\$1,908	(\$104)	
Total Administrative Expense	\$36,362	\$37,508	\$1,146	
Community Events	\$0	\$300	\$300	
Insurance	\$8,029	\$12,000	\$3,971	
Utilities (Electric and Water)	\$1,851	\$3,125	\$1,274	
Landscaping & Irrigation	\$13,255	\$14,900	\$1,645	
Repair & Maintenance	\$7,443	\$7,875	\$432	
Professional Services:				
Audit & Tax Services	\$395	\$375	(\$20)	
Legal Services	\$20,586	\$3,500	(\$17,086)	Legal Services to Collect Past Due Accounts
Management Fees & Misc. Services	\$8,413	\$7,926	(\$488)	
Taxes	\$10	\$63	\$53	
Reserve Funding	\$102,867	\$102,867	\$0	
Total Expense	\$199,210	\$190,438	(\$8,771)	
Total Net Income	(\$26,597)	(\$20,038)	(\$6,559)	

Cash Accounts:

Operating Funds	\$428,794
Reserve Funds	\$179,815
Total Cash Accounts	\$608,610

Other Noteworthy Items:

Delinquent Members Receivable	\$35,480
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Delinquent dues assessments from homeowners YTD as of March 31, 2016. Total cost to each homeowner represents an average of \$443.51.

BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Executive Session

7:00 P.M. April 19, 2016

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. April 19, 2016

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 February Financial Statements
5. **Management Report** 8:00 p.m.
Action Items
 - A. Approval of Minutes from March 15, 2016 Regular and Executive Session.
 - B. Review of Financial Statements for period ending March 31, 2016
 - C. Approve Year End Financial Review
 - D. Approve Collection Actions
 - E. Write Off Bad Debt
 - F. Review Roofing, Siding and Painting Project
 - G. Review Landside Committee Report
 - H. Review Parking Issues and Policy
 - I. Architectural Committee Report – 1211 Ballena Blvd.
 - J. Review Landscaping Committee Report
 - K. Review Waterside Committee Report
 - L. Review Neighborhood Communications Committee Report
 - M. Review Community Preparedness Committee Report
6. **Adjourn** 8:40 p.m.
7. **Next Meeting Date & Location** – May 17, 2016, 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 February 16, 2016

Board Members

Dick Bacigalupi	President	Term expires 2016
Jeff Frankel	Vice President	Term expires 2017
David Twiss*	Treasurer	Term expires 2016
Jill MacAfee	Secretary	Term expires 2017
Mili Delbecq	Director	Term expires 2016
Rob Larsen	Director	Term expires 2016
Lynne Robertson	Director	Term expires 2017

MSC = Means a **Motion** was made, **S**econded and **C**arried *denotes absence ** by phone

Also present was David Boone of Associa Northern California.

Call to Order: The Board of Directors Meeting was called to order at 7:26 P.M. by President Dick Bacigalupi.

Homeowner Forum: An open forum was held for the owners present. One owner brought concerns about the storage float location. Dick Bacigalupi explained that the location needed to be easily accessible for the two people that work with the divers and that constant maintenance is needed to keep the wave maze afloat. Once the wave maze is more stable, then the Board can look at other locations. The Board also brought that owners can request consideration in moving the float temporarily so guests can access the side tie.

Minutes: After careful review it was **MSC** to approve the minutes of the regular and Executive Sessions of January 19, 2016 with corrections. It was also **MSC** to approve the Executive Session of January 19, 2016 and the Special Executive Sessions of February 1 & 10, 2016.

Financial Statements: Review of the December Financial Statements for the period ending January 31, 2016 was tabled until the March meeting.

Transfer from Operating to Reserves: After reviewing the operating account and determining a reasonable level to maintain it at it was determined that funds could be transferred into Reserves. It was **MSC** to transfer \$200,000.00 from the operating account into the reserve account.

Collections: Per the more in depth discussion needed in Executive Session it was **MSC** to approve the next collection action on account 191-9598.

Insurance: After discussion it was **MSC** to approve purchasing a Worker Compensation Policy through LaBarre/Oksnee Insurance Agency.

Roofing, Siding and Painting Project: Committee Chair Jeff Frankel reported that the 2016 Capitol Project is on schedule. A bid package went out to the interested parties with the bid walk coming up soon. The bids will then be reviewed and recommendations be given by Construction Manager Skip Morgan for the Board to take action on at the March meeting.

Landside Maintenance – Road Repaving: Jeff Frankel discussed with the board the latest developments in the repaving project.

BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Meeting Minutes

February 16, 2016

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Architectural Applications: There were no new Architectural Applications.

Landscape Committee: Landscape Committee Chair Dick Bacigalupi reported that the association was continuing to monitor water usage and develop further plans for replacement plantings with drought tolerant plants. It was **MSC** to approve various landscape projects for replanting and installing drip irrigation with spending not to exceed the 2016 budgeted amount.

Waterside Committee: Waterside Committee Chair Rob Larsen discussed with the Board replacement designs for the wave maze, one with bigger tires that will be easier to maintain. Rob Larsen, Dick Bacigalupi and Jeff Frankel will meet to develop a scope of work/design guidelines to begin the process of finding a replacement for the present maze.

Neighborhood Communication Committee: There was nothing new to discuss on neighborhood communications this month.

Community Preparedness: Committee Chair Jill MacAfee will continue to work on a Model Development Disaster Plan for Ballena Bay.

Adjournment/Next Meeting: With no further business before it the Board adjourned at 8:54 p.m. The next regular Board of Directors meeting was set for March 15, 2016 at 7:30 p.m. at the Ballena Bay Yacht Club.

Director Signature

Date

APPROVED