



At Dockside

A Monthly Publication of The Ballena Bay Townhouse Association #1

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

President's Report by Dick Bacigalupi

Last month's meeting consisted of normal operating matters. There was no Home Owner's Forum beforehand as there were no homeowners in attendance.

Spring is here and with it welcomed warm weather. It is also the time many of us start on home projects, be it repairs or improvements. If you are contemplating a project that involves work done on the exterior of the building be sure to read the CC&R's and accompanying Policies and Guidelines. Your project might require an Architectural Request requiring neighboring home and board approvals. If you are not sure an Architectural Request is required call Mili Delbecq, Architectural Committee Chair.

The warmer weather also kicks off the boating season. I hope many of you were able to participate in the Opening Day on the Bay. Those who participated in the Blessing of the Fleet well deserved the added protection with the high winds that weekend. Everyone is reminded to check your docks lines and add spring lines to ensure your boat is ready for the increased wind. Enjoy the season and be safe.

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

Landside by Jeff Frankel

The 2016 construction program is underway. So far Sorenson Roofing has replaced 6 flat roofs on Tideway Drive with a 7th underway. After that, the roofers will take an approximate two-week break before starting on Ballena Blvd. in concert with CAM Construction who will do siding repairs and painting on all of the homes on Ballena Blvd. Both companies will start their Ballena Blvd. efforts on or about May 31.

Disaster preparedness by Jill MacAfee

On May 5th last week at the annual National Earthquake Conference, the LA Times reported that, "The springs of the San Andreas fault have been wound very, very tight. The southern San Andreas fault in particular looks to be locked, loaded and ready to go," according to Thomas Jordan, the Director of the Southern CA Earthquake Center.

The last major fault adjustment in that area, called the Tejon Earthquake, occurred in 1857, which left a large and still-visible surface rupture that is 225 miles long. Many communities lie on or near that rupture area. Recent earthquake activity, including the Northridge Quake in 1994, were not associated with the San Andreas fault.

This news should remind us to make sure our earthquake kits are ready, up-to-date, and accessible, and that contact lists are not only in your phone but on paper in your home but on your car and on your boat, and has been shared with your family and friend contacts.

Treasurer's Report by David Twiss

Monthly financials YTD summary up to and including 04-30-2016 are attached. As of this reporting period our association is \$13,463 over budget. This expense overage is caused by legal fees to collect past due assessments.

Landscape Committee By Dick Bacigalupi

In addition to our normal monthly maintenance, landscape work last month consisted primarily of irrigation repairs and trimming some of our Eucalyptus trees. After turning on the irrigation system this season, we noticed various areas that needed new sprinkler heads for better coverage. We also found areas where pipes were damaged from



tree roots. With the unseasonal warm weather last month it necessitated us to turn the sprinklers on more frequently. The dry areas should recover with the additional water.

The tree replacement program has been delayed as some of the replacement trees selected are not available at this time. While different trees are being considered we want to be sure they are compatible with our landscape design and environment.

While the amount of water available for irrigation has not been formally released we still need to continue our conservation measures. What has become evident is that California needs to adapt to using less water. In that regard be sure to inform a member of the Landscape Committee of any water leaks or over watering.

Management

Associa Community Management, 1855 Gateway Blvd, Suite 300, Concord, CA 94520
Office (24/7) 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 of Directors

Member	Office	Committee	E-Mail	Phone
Dick Baciaglupi	President	Landscape	dickbacigalupi@hotmail.com	510.521.2426
Jeff Frankel	VP	Landside	frankel@pacbell.net	510.769.6097
Jill MacAfee	Secretary	Community Preparedness	jillalyson.macafee@gmail.com	510.814.1849
David Twiss	Treasurer		djtca1usa@gmail.com	925.525.2835
Mili Delbecq		Architectural & Communications	milidelbecq@gmail.com	510.295-5256
Rob Larsen		Waterside	relarsen@comcast.net	510.522.4020
Lynne Robertson		Co-Chair Communications	lynne.c.robertson@gmail.com	428.1368

Calendar

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

BBTA Executive Session	May 17, 2016 at 7:00 p.m.
BBTA Board of Directors Meeting	May 17, 2016 at 7:30 p.m.
BBTA Executive Session	June 21, at 7:00 p.m.
BBTA Board of Directors Meeting	June 21, at 7:30 p.m.

**Ballena Bay Townhouse Association
Income and Expenses Compared to Operating Budget
For the Period Ending 04-30-16**

Income & Expenses:	Actuals	Budget	Favorable/ (Unfavorable) Variance	Comments
Total Income	\$56,627	\$56,800	(\$173)	
Expenses:				
Administrative Expense:				
Bank Loan	\$11,450	\$11,450	\$0	
Bad Debt Expense	\$0	\$417	\$417	
All Other Administrative Expense	\$1,176	\$636	(\$541)	
Total Administrative Expense	\$12,626	\$12,502	(\$124)	
Community Events	\$0	\$100	\$100	
Insurance	\$2,676	\$4,000	\$1,324	
Utilities (Electric and Water)	\$1,568	\$1,042	(\$526)	
Landscaping & Irrigation	\$9,942	\$4,967	(\$4,975)	
Repair & Maintenance	\$588	\$2,625	\$2,038	
Professional Services:				
Audit & Tax Services	\$995	\$125	(\$870)	
Legal Services	\$4,905	\$1,167	(\$3,738)	Legal Services to Collect Past Due Accounts
Management Fees & Misc. Services	\$2,621	\$2,642	\$21	
Taxes	\$0	\$21	\$21	
Reserve Funding	\$34,289	\$34,289	\$0	
Total Expense	\$70,210	\$63,479	(\$6,730)	
Total Net Income	(\$13,583)	(\$6,679)	(\$6,904)	

Cash Accounts:

Operating Funds	\$268,280
Reserve Funds	\$370,174
Total Cash Accounts	\$638,455

Other Noteworthy Items:

Delinquent Members Receivable	\$19,620
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Delinquent dues assessments from homeowners as of April 30, 2016. Total cost to each homeowner represents an average of \$245.25

BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Executive Session

7:00 P.M. May 17, 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. May 17, 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 Financial Statements
5. **Management Report** 8:00 p.m.
Action Items
 - A. Approval of Minutes from April 19, 2016 Regular and Executive Session.
 - B. Review of Financial Statements for period ending April 30, 2016
 - C. Approve Collection Actions
 - D. Write Off Bad Debt
 - E. Review Roofing, Siding and Painting Project
 - F. Review Landside Committee Report
 - G. Review Parking Issues and Policy
 - H. Architectural Committee Report
 - I. Review Landscaping Committee Report
 - J. Review Waterside Committee Report
 - K. Review Neighborhood Communications Committee Report
 - L. Review Community Preparedness Committee Report
6. **Adjourn** 8:40 p.m.
7. **Next Meeting Date & Location** – June 21, 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 March 15, 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, **Seconded** and **Carried** *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 8:01 P.M. by President Dick Bacigalupi.

Homeowner Forum: An open forum was not held as no owners were present.

Minutes: After careful review it was **MSC** to approve the minutes of the regular and Executive Sessions of February 16, 2016 with corrections.

Financial Statements: Review of the Financial Statements for the period ending February 29, 2016 was tabled until the April meeting.

Collections: It was **MSC** to authorize Dick Bacigalupi and Jeff Frankel to take appropriate action on behalf of the Board on account 191-9598 if needed before the next Board meeting.

Insurance: After discussion it was **MSC** to authorize any three members of the Board to discuss and approve the Associations 2016-2017 Insurance Policy.

Roofing, Siding and Painting Project: Committee Chair Jeff Frankel distributed the Pre-Painting and Roofing Summary for 2016. Jeff went over in detail the competing bids for siding, painting and roofing work. After careful discussion it was **MSC** to approve spending \$122,926.40 to have CAM do the Pre-Paint and Painting. It was also **MSC** to approve spending \$107,160.00 to have Sorenson Roofing do the roofing. These totals do not include change orders.

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

Architectural Applications: There were two Architectural Applications this month.

1203 Ballena Boulevard – Replacement of deck railing. With the recommendation of the Architectural Committee it was **MSC** to approve this application with the stipulation that the cap rail must be 2 inches from top to bottom, either wood or metal, with a height consistent with your neighbor at 1201 Ballena Boulevard.

1223 Ballena Boulevard – Garage door replacement. With the recommendation of the Architectural Committee it was **MSC** to approve this application.

BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Meeting Minutes

March 15, 2016

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Landscape Committee: Landscape Committee Chair Dick Bacigalupi reported that the association installed a new backflow valve and the water went on briefly in February when the rains were sparse. He also reported that the Landscape Committee was reviewing bids and that the lawns will be fertilized soon.

Waterside Committee: Waterside Committee Chair Rob Larsen reported that the diver did three days of work replacing tires on the wave maze. Rob Larsen, Dick Bacigalupi and Jeff Frankel met to develop a scope of work/design guidelines to begin the process of finding a replacement for the present maze. They also discussed maintenance dredging.

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

Community Preparedness: There was nothing new on Community Preparedness this month.

Adjournment/Next Meeting: With no further business before it the Board adjourned at 8:56 p.m. The next regular Board of Directors meeting was set for April 19, 2016 at 7:30 p.m. at the Ballena Bay Yacht Club.

Director Signature

Date

APPROVED