



# 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 – June 2016**

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## **President's Message**

**By Dick Bacigalupi**

With one homeowner in attendance, last months Home Owner's Forum discussed the deadline for payment of monthly dues and late fees. It was explained that monthly dues are due on the first of each month and are considered late if received on the 16th of the month. It is important that payments are sent (US postage or electronic) with sufficient time for them to be received by Associa before the 16th to avoid a late fee. The monthly Board Meeting consisted of normal operating matters.

The annual building repairs and painting began the end of May. The work began at 1237 Ballena Blvd. and will include all the buildings on Ballena Blvd. The building repair work is scheduled through the end of July with painting to begin in August. Starting now the work should be done by the upcoming rainy season this fall. The patience and cooperation of the homeowners along Ballena Blvd. has been appreciated.

I hope that everyone will be able to enjoy our upcoming summer. Be sure to practice prudent water safety on the docks and on the water. It is always easier to prevent than to respond to an unlikely accident. The next general board meeting is scheduled for June 21. Hope you can attend.

## **Waterside Committee**

**By Rob Larsen**

After much time and effort the waterside committee has finally placed all loose tires back on the wave maze. With the help of our diver we have cross connected many parts of the maze with heavy lines. This is only a temporary fix while we start the process of replacing the entire system including five pilings. The committee has talked to a few professional wave attenuator companies and has done a substantial amount of web research on a replacement system and come to the conclusion that the system that we have is the system that we need. Like the original system prior to the dredging project of 13 years ago, we will try to utilize the larger truck tire, which means fewer pieces. We will also try to have silt releasing holes in the tires that do not have floatation to minimize cleaning and maintenance.

I would like to thank Lowell Harrison, our diver, Dick Bacigalupi, our President and longtime committee member and Isabella Fahrney-Foster, our neighbor and escapee tire spotter.

If you see anything regarding the waterside that needs some attention, please call or email.

Please continue to inspect yours and your neighbors dock lines.

## **Landscape Committee**

**By Dick Bacigalupi**

Landscape work last month consisted primarily of normal maintenance and more irrigation repairs. Sprinkler heads have been changed in certain areas to improve coverage. Trimming back the ivy and/or ice plant between the homes is scheduled for the first or second week of July. The growth is cut back twice a year to prevent damage to the homes and fences as well as rodent control. The irrigation will be increased in certain areas. The winds and erratic hot weather we have had has resulted in some lawns drying out. Good news is that there have been no restrictions on water usage at this time. Everyone is again asked to let a Landscape committee member know of any water leaks or over watering. We have an old irrigation system and problems occur periodically.



**Treasurer’s Report**

**By David Twiss**

Monthly financials YTD summary up to and including 05-31-2016 are attached. As of this reporting period our association is \$14,510 over budget. This expense overage is caused by legal fees to collect past due assessments

**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](mailto:davidb@massingham.com), 925.405.4733

**Assistant Community Manager**, Joseph Schmalenbach, [josephs@massingham.com](mailto:josephs@massingham.com), 925.405.4722

**Board of Directors**

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

**Calendar**

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

BBTA Executive Session	June 21 <sup>st</sup> at 7:00 p.m.
BBTA Board of Directors Meeting	June 21 <sup>st</sup> at 7:30 p.m.
BBTA Executive Session	July 19 <sup>th</sup> at 7:00 p.m.
BBTA Board of Directors Meeting	July 19 <sup>th</sup> at 7:30 p.m.

**Ballena Bay Townhouse Association  
Income and Expenses Compared to Operating Budget  
For the Period Ending 05-31-16**

Income & Expenses:	Actuals	Budget	Favorable/ (Unfavorable) Variance	Comments
<b>Total Income</b>	<b>\$285,809</b>	<b>\$284,000</b>	<b>\$1,809</b>	
<b>Expenses:</b>				
Administrative Expense:				
Bank Loan	\$62,881	\$57,250	(\$5,631)	Final Payment of Dock Loan
Bad Debt Expense	\$0	\$2,083	\$2,083	
All Other Administrative Expense	\$3,451	\$3,179	(\$272)	
Total Administrative Expense	\$66,332	\$62,513	(\$3,820)	
Community Events	\$0	\$500	\$500	
Insurance	\$15,145	\$20,000	\$4,855	
Utilities (Electric and Water)	\$3,380	\$5,208	\$1,829	
Landscaping & Irrigation	\$26,263	\$24,833	(\$1,430)	
Repair & Maintenance	\$9,771	\$13,125	\$3,354	
Professional Services:				
Audit & Tax Services	\$1,390	\$625	(\$765)	
Legal Services	\$26,324	\$5,833	(\$20,491)	Legal Services to Collect Past Due Accounts
Management Fees & Misc. Services	\$13,655	\$13,209	(\$446)	
Taxes	\$10	\$104	\$94	
Reserve Funding	\$171,445	\$171,445	\$0	
<b>Total Expense</b>	<b>\$333,715</b>	<b>\$317,396</b>	<b>(\$16,319)</b>	
<b>Total Net Income</b>	<b>(\$47,905)</b>	<b>(\$33,396)</b>	<b>(\$14,510)</b>	

**Cash Accounts:**

Operating Funds	\$134,492
Reserve Funds	\$507,339
<b>Total Cash Accounts</b>	<b>\$641,831</b>

**Other Noteworthy Items:**

Delinquent Members Receivable	\$9,362
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Delinquent dues assessments from homeowners as of May 31, 2016. Total cost to each homeowner represents an average of \$117.02

# BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

## Board of Directors Executive Session

7:00 P.M. June 21, 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. June 21, 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 May 17, 2016 Regular and Executive Session.
  - B. Review of Financial Statements for period ending May 31, 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 – Architectural Applications, 1205 and 1209 Ballena Blvd.
  - 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** – July 19, 2016, 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

April 19 ~~May 17~~, 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 7:42 P.M. by Vice President Jeff Frankel.

**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 March 15, 2016 regular session with corrections and the Executive Session of March 15, 2016 as presented.

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

**2015 Year End Review:** It was **MSC** to accept the 2015 Year End Review pending approval by Dick Bacigalupi and David Twiss.

**Roofing, Siding and Painting Project:** Committee Chair Jeff Frankel reported on the progress of the 2016 Roofing and Siding Project. He stated that 332 Tideway will need to be added to the original scope of the project. It was **MSC** to add 332 Tideway to the 2016 project.

**Landside Maintenance – Road Repaving:** Jeff Frankel reported that the sewer mains will likely need to be inspected and possibly replaced. It was not clear yet on how this would impact the roadway repaving.

**Architectural Applications:** There was one Architectural Application this month.

1211 Ballena Boulevard – Replacement of bedroom windows. With the recommendation of the Architectural Committee it was **MSC** to approve this application.

**Landscape Committee:** Landscape Committee Chair Dick Bacigalupi was not present but reported through Jeff Frankel that there was nothing new to report on landscaping.

**Waterside Committee:** Waterside Committee Chair Rob Larsen reported on an increase in Lowell Harrison Marine's fees. He stated that even with these cost increases the wave maze cleaning would still remain within budget for this year. **Next year's** budget however would need to be increased.

**BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1**

Board of Directors Meeting Minutes

April 19, 2016

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**Neighborhood Communications Committee:** Neighborhood Communications Committee Chair Mili Delbecq reported that the Committee is working on some sort of welcome gesture or package to present to new owners.

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

**Adjournment/Next Meeting:** With no further business before it the Board adjourned at 8:17 p.m. The next regular Board of Directors meeting was set for May 17, 2016 at 7:30 p.m. at the Ballena Bay Yacht Club.

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*Director Signature*

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*Date*

APPROVED