



# 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 – July 2016**

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## **President's Message**

*by Dick Bacigalupi*

We are in the middle of the annual home repair, paint and roof replacements. Work began at 1237 Ballena Blvd and will progress down the street to 1201 Ballena Blvd. The building repairs are near complete and painting is scheduled to begin the third week of July. The roofs scheduled to be replaced has also begun. The total project should be completed by the end of August. The quality of the work has improved each year as we improve the construction specs. The benefit will be lower repairs required for the next cycle. While there has been an inconvenience with parking and construction activity, many of the homeowners affected were very complimentary of the construction workers.

There was accidental damage to one home that was quickly remedied. This year's repairs and roofs has been a continued effort to maintain a recurring maintenance schedule. Unlike many other associations, we have been able to finance this work through the monthly dues assessment. Many associations rely on funding such capital projects through large special assessments.

Summer is here and it is to time to bring out our water toys to enjoy. Everyone is reminded to practice good water safety to avoid accidents. When using the head float and/or dock finger for temporary storage and it blocks access to the common area dock have the courtesy to get approval from the neighbors on your dock system. We are too close a community not to communicate.

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

## **Landscape Committee**

*by Dick Bacigalupi*

We have been working to recover from the abnormally warm spring weather. The frequency of the irrigation has been increased and with added fertilizer, many of the lawn areas are showing improvement. Identifying and replacing broken sprinklers continues to be an ongoing challenge. Trimming back the ivy and/or ice plant between the homes has been completed. The waterside landscape always looks better after this work. The tree replacement plan for 2016 has been postponed until the fall. Some of the trees that were selected were not available. Planting in the cooler fall months will give the trees a better opportunity to get established before spring. Everyone is reminded to be on the lookout for broken sprinklers or areas that are not being watered. Notify a Landscape committee when you notice a problem so it can be promptly corrected

## **Roofing Progress by Jeff Frankel**

*by Jeff Frankel*

As Dick pointed out in his President's message, the association has worked continuously to improve and accelerate its maintenance efforts over the last 20 years. 10-years ago when the association started its roof replacement program in earnest, more than 90% of the roofs were at or beyond their useful like.

Today we are nearing completion of this large effort with very few end-of-life flat roofs left to replace except for over a few garages. While we have quite a few sloped roof segments still to replace, we expect to complete the effort next year or in 2018.

In 2010, we started a graphical tracking of roof conditions using color-coded annotations of satellite images. The images below illustrate the relative condition of roofs in BBTa between September 2010 and August 2016.

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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](mailto:davidb@massingham.com)



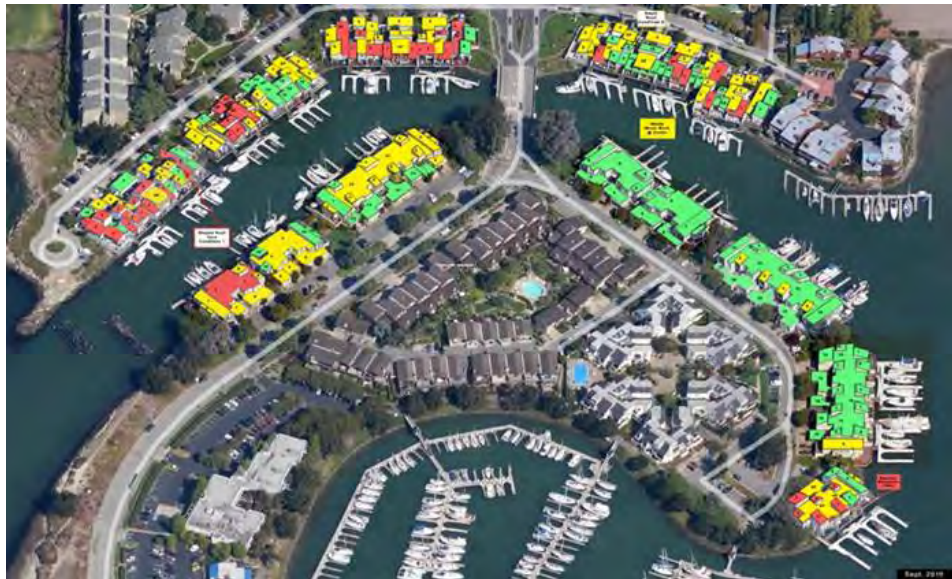
Red roofs are at end of life or beyond – replace when possible

Yellow roofs have some service life left – second priority.

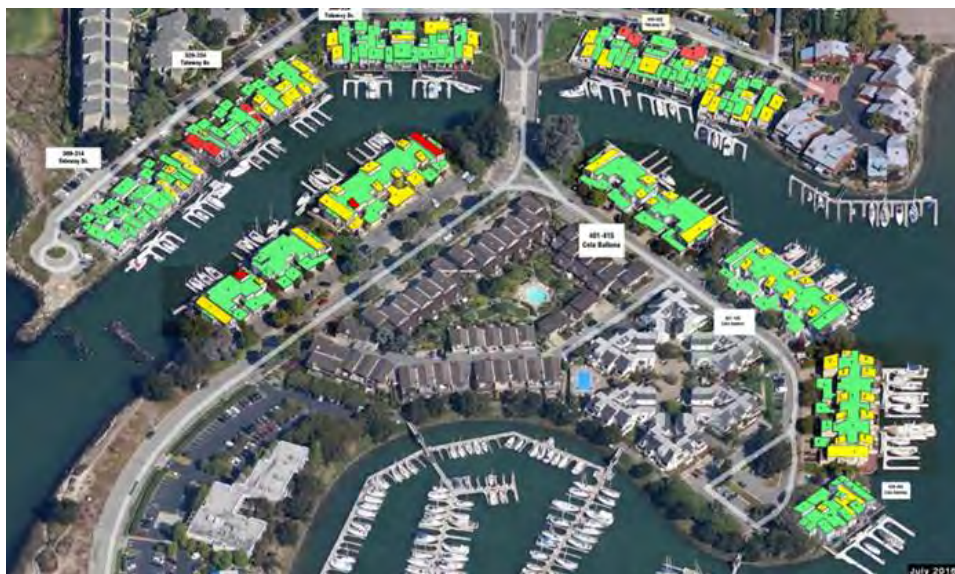
Green roofs have been replaced by HOA within last 12 years

(Please note that colors will only be visible in the emailed versions of the newsletter – contact Jeff [jfrankel@pacbell.net](mailto:jfrankel@pacbell.net) for a copy)

**Sept 2010**



**August 2016**



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**Emergency Preparedness Committee Update**  
**By Jill MacAfee**

We had a very good committee meeting this month. Thanks to Joan Robertson and her daughter, Lauren, for volunteering to help set some goals and priorities, as well as valuable input from Diane Nelson Abel and Associa. We could use some help and it would be fun to have a few more volunteers, so please don't be shy about calling me (510-814-1849) in the evening, or emailing me at [jillalyson.macafee@gmail.com](mailto:jillalyson.macafee@gmail.com) if you have interest in joining us, specific questions or input/feedback.

One of the most important first steps for planning and execution of a strong functional plan for our Association is knowing WHO we are! This means development of a questionnaire of important things that will help us to help each other in case of a disaster such as earthquake or fire. Diane has volunteered to take the first stab at this. Soon we would like to make contact in person to deliver the questionnaire and provide an opportunity to introduce ourselves as well as hear your concerns or questions.

The questionnaire may include such items as:

- Names and ages of those in your household
- Special safety or medical training such as medical professionals, CERT trained, etc.
- Disabilities or restrictions that may necessitate extra help in an evacuation
- Names, type and number of pets (Often after an earthquake, finding and caring for pets is a natural high concern for pet lovers)
- Tools or special items that may be useful in a community effort of response or recovery, such as ham radios, generators, electric cars in case gas is depleted

Other action items include the assignment and communication of:

- Meeting places
- Phone and email lists (although we should not plan on having power or cell service initially)
- A Command Center
- Appropriate signage for checking for those not accounted for (for example, a sign that your property has already been checked)

Many other ideas started to flow, and there are many more action items to work on.

Earthquake preparedness "Tip of the month": keep a list of your prescription medications on your refrigerator in case you cannot find them or remember all of them if you need to evacuate.

Please let me know if you have other items for the questionnaire that is being written and reviewed.



**Management**

**Associa Community Management**, 1855 Gateway Blvd, Suite 300, Concord, CA 94520  
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**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          | July 19 at 7:00 p.m.   |
| BBTA Board of Directors Meeting | July 19 at 7:30 p.m.   |
| BBTA Executive Session          | August 16 at 7:00 p.m. |
| BBTA Board of Directors Meeting | August 16 at 7:30 p.m. |

# BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

## Board of Directors Executive Session

7:00 P.M. July 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. July 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 Financial Statements
5. **Management Report** 8:00 p.m.  
**Action Items**
  - A. Approval of Minutes from June 21, 2016 Regular and Executive Session and July 7, 2016 Special Executive Session Meeting
  - B. Review of Financial Statements for period ending June 30, 2016
  - C. Approve Collection Actions
  - D. Write Off Bad Debt
  - E. Review Roofing, Siding and Painting Project
  - F. Review Landside Committee Report
  - G. Discuss Owner Rental Issues and Violations (Air B&B Rentals Not Allowed)
  - H. Review Parking Issues and Policy
  - I. Architectural Committee Report – Architectural Applications
  - 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** – August 16, 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

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, **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 7:15 P.M. by President Dick Bacigalupi.

**Homeowner Forum:** An open forum was held for the one owner present.

**Minutes:** After careful review it was **MSC** to approve the minutes of the Regular and Executive Sessions of April 19, 2016 as presented.

**Financial Statements:** The board discussed expenses for the year but acceptance of the financial statements for the period ending April 30, 2016 was **tabled** until Treasurer David Twiss is present.

**Roofing, Siding and Painting Project:** Committee Chair Jeff Frankel was not present but the board reviewed the schedule for the roofing siding and painting project that he had made available for the meeting.

**Architectural Applications:** There were no new Architectural Applications this month.

**Landscape Committee:** Landscape Committee Chair Dick Bacigalupi reported that the water was coming back on because of the recent dry weather. He also reported that the trees were trimmed and that the landscaping committee will be discussing replacing three trees.

**Waterside Committee:** Waterside Committee Chair Rob Larsen reported that only a few tires were left to clean and reattach and that the diver will be out next week to do some more work.

**Neighborhood Communications Committee:** There was nothing new to report on Neighborhood Communications.

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

**Adjournment/Next Meeting:** With no further business before it the Board adjourned at 7:49 p.m. The next regular Board of Directors meeting was set for June 21, 2016 at 7:30 p.m. at the Ballena Bay Yacht Club.

  
\_\_\_\_\_  
Director Signature

6/21/16  
\_\_\_\_\_  
Date