



# 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 – August 2016**

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## ***President's Report***

There is no President's report this month because Dick is out of the country, however he asked me to tell you that he has not forgotten us and the work of the BBTA goes on as usual. Also there will be no Landscaping Report this month, but the work continues.

## ***Emergency Preparedness, By Jill MacAfee***

The emergency preparedness committee has been joined by Vicki Bockenkamp who is a member of the Porta Ballena Townhouse Association. They also have had challenges pulling together a community plan. We have identified some priorities, and will also look into a Neighborhood Watch program. If you've had experience with that program and have feedback, please give me a call.

At the August board meeting we'll be finalizing designations for post-disaster meeting places and communicate that in next month's newsletter. We'll prepare some clipboards for checking off that all of the folks in your section of the neighborhood are accounted for, and make signs for you to put on your door once police or fire department staff have checked out your home so they know it's been checked and won't need to come in again.

As neighbors wishing to help each other, we need to know the special needs of our association's members and are looking into using Survey Monkey to inquire about your household's needs. Any questions would be optional. This would include such requirements as:

- Wheelchair assistance
- Blind or visually impaired, or deaf household members
- Elderly or frail family members home alone
- Post-surgery or illness

We'll ask who may be able to assist others thanks to special qualifications: CERT trained; physicians, nurses or other healthcare professionals; EMT trained; police and fire officers; CPR and first aid trained.

We'll take inventory of those of you who may have special equipment to help in a time of crisis, such as after an earthquake: tents, BBQs for cooking or heating water, medical supplies, dinghys or small boats to cross to the mainland for the injured, pet cages, emergency generators. Please take this time to make sure your emergency kits are stocked and you have adequate amounts water to drink, clean up and take care of pets. Often pets take a high priority for us in times of stress so prepare for your animals too! Boats can be a great place to store items that are needed there also.

It's been a long time since the big earthquake of 1989 and we may be in an "out of sight, out of mind" place. Many of us will remember that help won't always be immediate, and we need to be prepared at home! Advice from some who went through the recent Napa quake last year say that after a while once the immediate emergency is taken care of, needs get back to households having adequate supplies so please stock up yours to be independent for at least a week.



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***Architectural Committee Report***

***By Mili Delbecq***

There were no Architectural Requests this month, but I did learn this month that the building code for railings is a minimum of 42 inches. Now this may not be news to you since it apparently has been this way for several years and essentially all of the railings on Tideway are 42 inches. However almost all of the homes on Ballena Blvd and Cola Ballena have railings that are 36 inches high which was code when they were built. So if you notice a difference in height of railings between homes on these two streets, don't be surprised.

***Communications Committee Report***

***By Mili Delbecq***

Remember the little articles that I used to publish in the Dockside on new, and sometimes long term members, of our community? You may have noticed that there haven't been any for months. One of the reasons that I haven't been doing them is I suffered a serious fracture of my elbow, but another reason is that I have been having trouble getting people to agree to a short 15 or 20 minute interview. The little articles were well received and I would like to make a plea for cooperation if I contact you.

The interviews are short and I promise to let you see and edit the article. If someone would like to volunteer, please contact me at 295-5256. I even have an online questionnaire if you are too busy for an interview. The articles seem to help in becoming acquainted in the community. And for you long termers, (notice I did not say old timers) new people like to hear about you and it helps them feel a part of neighborhood.

Board Election: In the next month or so a call will go out for volunteers to serve on the Board. (I say volunteers because although the form says "nominations" it is actually a case of volunteering to be on the ballot.) The terms are for two years and 3 or 4 individuals are elected each year. The best Boards are composed of people from each of the streets, some newer residents and some who have lived here much longer. New people bring fresh ideas and people who have lived here longer have history and experience to offer. And I have discovered that the different streets have different parking and architectural issues. I, personally, have found the experience to be very rewarding. So please consider running, you will make good friends and learn how the Home Owners Association works.



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**Contact Information**

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**Community Manager**

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**Assistant Community Manager**

Joseph Schmalenbach, [josephs@massingham.com](mailto:josephs@massingham.com), 925.405.4722

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**Board Members**

**President/Landscape Committee**

Dick Baciaglupi, [dickbacigalupi@hotmail.com](mailto:dickbacigalupi@hotmail.com), 510.521.2426

**VP/Landscape Committee**

Jeff Frankel, [jfrankel@pacbell.net](mailto:jfrankel@pacbell.net) 510.769.6097

**Secretary/Community Preparedness**

Jill MacAfee, [jillalyson.macafee@gmail.com](mailto:jillalyson.macafee@gmail.com) 814.1849

**Treasurer**

David Twiss, [djtca1usa@gmail.com](mailto:djtca1usa@gmail.com), 925.525.2835

**Director at large/Communications Committee/Architectural Committee**

Mili Delbecq, [milidelbecq@gmail.com](mailto:milidelbecq@gmail.com) 510.295-5256

**Director at large /Waterside Committee**

Rob Larsen, [relarsen@comcast.net](mailto:relarsen@comcast.net), 510.522.4020

**Director at large /Co-Chair Communications Committee**

Lynne Robertson, [lynne.c.robertson@gmail.com](mailto:lynne.c.robertson@gmail.com) 428.1368

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

BBTA Executive Session	August 16, 2016 at 7: 00 pm
BBTA Board of Directors Meeting	August 16, 2016 at 7:30 pm
BBTA Executive Session	September 20, 2016 at 7:00 pm
BBTA Board of Directors Meeting	September 20, 2016 at 7:30 pm

# BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

## Board of Directors Executive Session

7:00 P.M. August 16, 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. August 16, 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 July 19, 2016 Regular and Executive Session meetings.
  - B. Review of Financial Statements for period ending June 30, 2016 & July 31, 2016
  - C. Resolution Confirming Permanent Transfer of Operating Funds to Reserves
  - 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. Review Architectural Guidelines – Pony Walls
  - J. Architectural Committee Report – Architectural Applications
  - K. Review Landscaping Committee Report
  - L. Review Waterside Committee Report
  - M. Review Neighborhood Communications Committee Report
  - N. Review Community Preparedness Committee Report
6. **Adjourn** 8:40 p.m.
7. **Next Meeting Date & Location** – September 20, 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

June 21, 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 7:28 P.M. by Treasurer David Twiss.

**Homeowner Forum:** An open forum was held for the owners present. One owner reported that the workers doing the siding project at his home had earlier in the day accidentally driven nails through the wall into his recently installed power panel shorting out power to the entire house. They reported that they did have limited power back but wanted to both make sure their home was both safe for now as well as make sure everything was brought back to what it was before the accident. The Board suggested they contact PG&E that night to inspect the panel and make sure it was safe. Manager David Boone said he would contact the Construction Manager Skip Morgan after the meeting to coordinate with the owners and arrange the temporary and permanent repairs as soon as possible the next day.

The owners of another unit brought their concerns about a waiver of liability that the construction company was asking them to sign concerning doing dry rot repairs around their glass atrium. They also brought concerns about the amount of dry rot repairs needed and the extent of previous repairs.

One owner delivered an Architectural Application to the Board for review.

And finally one owner brought up the possibility of the Association requiring boat owners to add the Association as an Additional Insured on their Boat policies.

**Minutes:** After careful review it was **MSC** to approve the minutes of the Regular and Executive Sessions of May 17, 2016 as presented.

**Financial Statements:** After careful review it was **MSC** to accept the Financial Statements for the period ending May 31, 2016.

**Roofing, Siding and Painting Project:** Committee Chair Jeff Frankel was not present to make a report to the Board.

**Architectural Applications:** On the recommendations of the Architectural Committee it was **MSC** to approve the Architectural Applications of 1205 Ballena Blvd to replace a garage door, 1209 Ballena Blvd. to replace a garage door and 404 Tideway Drive to replace a garage door.

**Landscape Committee:** Committee Chair Dick Bacigalupi was not present to make a report to the Board.

**BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1**

Board of Directors Meeting Minutes

June 21, 2016

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**Waterside Committee:** Waterside Committee Chair Rob Larsen reported that all the tires are now reattached to the wave maze. He also said that 2 of 5 of the metal pilings have rust holes and that the plans for the new maze will most likely be a beefed up version of the present design.

**Neighborhood Communications Committee:** The Board discussed facilitating a group price for owners interested in purchasing AEDs.

**Community Preparedness:** Jill MacAfee will be meeting with Lynne Robertson and Jen Flanigan to continue working on a Welcome Packet for new owners.

**Adjournment/Next Meeting:** With no further business before it the Board adjourned at 8:27 p.m. The next regular Board of Directors meeting was set for July 19, 2016 at 7:30 p.m. at the Ballena Bay Yacht Club.

  
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*Director Signature*

  
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*Date*