



At Dockside

A Monthly Publication of The Ballena Bay Townhouse Association #1

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

President's Report

By Dick Bacigalupi

The painting and new roofs on Ballena Blvd are essentially done. The new colors look great and a major portion of the roofs have been replaced. The construction containers and fencing have been removed returning parking space to the residents. The final walk through will be done within the next couple weeks. Thanks go to Jeff Frankel for managing this project from the beginning to the end. You can imagine how time consuming it is to juggle the homeowner, construction and painting requests and timing.

The meeting last month covered normal monthly matters and planning for the upcoming election of directors. David Boone, our Associa property manager, was approved as the Inspector for Elections and the nomination form was approved. The “call for candidates” has been distributed for homeowners to replace the four directors who will be finishing their term. Interested homeowners are encouraged to participate. It is an opportunity to meet other residents and learn the working of our association. While there are certain specific tasks, the primary responsibility is to ensure that there is compliance with our governing documents. The updated Bylaws and CC&R's, along with our experienced property manager, has made this job much easier.

I hope everyone has had an enjoyable summer. Fall is just around the corner and normally brings some of our best weather. I encourage everyone to enjoy our unique waterside homes even though the days may be shorter.

The next board meeting is scheduled for September 20. The meeting begins at 7:30 with a special meeting for discussion of proposed changes to the Architectural Guidelines regarding garage doors. The General meeting will follow.

Landscape Committee

By Dick Bacigalupi

Increased watering and the abnormally cool summer have helped us recover from the draught the last four years. Many of the shrubs and lawns are looking much healthier. In addition, the dry areas from broken sprinklers appear to have recovered since the repairs. Unfortunately the lawns reseeded on Cola Ballena did not do as well due to the late planting. The landscape company will reseed these areas at no additional cost when there is cooler weather. Revised proposals have been received for the trees to be replaced this year. Budget permitting, the work will be done this fall so that the new trees will be established by spring. The dumping of trash, furniture, cement, etc. has become more frequent this year, especially at the circle end of Tideway. The landscape company has accommodated us in removing these items. I want to thank all the homeowners who have contacted me regarding landscape issues. The comments and concerns have been appreciated.



Treasurer's Report by David Twiss

Monthly financials YTD summary up to and including 08-31-2016 are attached. As of this reporting period our association is \$31,781 over budget. This majority of this expense overage is caused by legal fees to collect past due assessments and serve notice of architectural violations.

***Architectural Committee Report
By Mili Delbecq***

You have received a notice of a Special Board Meeting on September 20 at 7:30 pm to discuss a petition to allow garage doors with windows. I would encourage you to attend to express your views or to hear the opinions of others on this subject.

***Community Preparedness
by Jill MacAfee***

When I first wrote this message, I started out with, "Since we haven't had an earthquake for a while, we should be thinking that the next one will be soon." Less than 24 hours ago, that little 3.5 jiggle at 12:50 a.m. Monday night took care of that! It can serve as a reminder to us to have that extra water on hand and those earthquake kits at the ready when there will be another more significant shaker.

Two meeting places have been designated as meeting locations following a disaster. Next month we will formulate a questionnaire to determine what special needs people have in our community during a time of crisis. This is voluntary, but encouraged so we can help those who need it and to check on folks to be sure they are OK. The meeting place for people on the far Bay side of the bridge is the park-like section at the corner of Cola Ballena and Ballena. For people on the main island side, the meeting place will be at the corner of Ballena and Tideway. We'd also like to create a list of who in our neighborhood can be our "first responders": nurses, lab techs, MDs, paramedics, and those with first-aid and especially CPR training.

Great news is that we now have potential access to automatic defibrillators (AED) at a group wholesale price., thanks to Board member, David Twiss. The 2015 American Heart Association advocates for one per household. Normally these sell for \$600-\$900 – less than the cost of an i-phone. Having one on hand when needed for a heart attack in progress raises the survival rate exponentially. PLEASE LET ME KNOW IF YOU ARE INTERESTED IN ORDERING ONE OR MORE (no obligation) and then we can obtain a quote for our neighborhood association. Please email me at jillalysen.macafee@gmail.com to be counted.



Communications Report
By Mili Delbecq

A warm welcome is extended to the Wong family at 415 Cola Ballena, Bailey Wong and his mother, Sim and his father, Yien Wong. They moved into their new home late last year. Although they have lived in Alameda for twenty-six years, Bailey said that Ballena Bay had been on their radar only for the last couple of years after they discovered it's wonderful location on the water. They have a 10 foot aluminum boat that they enjoy using so if you see them, give them a wave. However I think their real passion is basketball, and in particular the Warriors! Go Warriors! I have also heard that Mrs. Wong is a delicious cook, but that Bailey also likes to cook, however he has had little time for that lately because he is involved in accounting for a start-up. Although they do not have four legged pets, they do have a Koi fish pond in their garden. Welcome to the neighborhood and I hope you will join us for the Annual Picnic this autumn.

Election: It is not too late to volunteer to be on the Board! But you need to move quickly!

If there are fewer than 4 volunteers when nominations close on Tuesday, they will be declared elected by acclamation and then the new Board will appoint individuals to fill the remaining open Board seat(s).

To volunteer send an application to the Management Office so that it arrives there by 5 pm on Tuesday, 9/20 or hand carry it to the meeting or have another homeowner deliver it before 8 pm at the meeting. If you do not have a nomination form, you can download one from www.ballena.net or let me or the manager, David Boone, know and we will see that you get one.

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 Baciaglupi, dickbacigalupi@hotmail.com, 510.521.2426

VP/Landscape Committee

Jeff Frankel, jfrankel@pacbell.net 510.769.6097

Secretary/Community Preparedness

Jill MacAfee, jillalyson.macafee@gmail.com 814.1849

Treasurer

David Twiss, djtca1usa@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

Sept 20,2016 at 7 pm

BBTA Special Board Meeting

Sept 20,2016 at 7:30 pm

(Regular Board of Directors Meeting follows special meeting)

BBTA Executive Session

Oct 18, 2016 at 7 pm

BBTA Board of Directors Meeting

Oct 18, 2016 at 7:30 pm

**Ballena Bay Townhouse Association
Income and Expenses Compared to Operating Budget
YTD For the Period Ending 08-31-16**

Income & Expenses:	Actuals	Budget	Favorable/ (Unfavorable) Variance	Comments
Total Income	\$455,349	\$454,400	\$949	
Expenses:				
Administrative Expense:				
Bank Loan	\$51,431	\$57,250	\$5,819	Paid In Full
Bad Debt Expense	\$0	\$3,333	\$3,333	
All Other Adminstr:	\$4,523	\$5,086	\$564	
Total Administr:	\$55,954	\$65,670	\$9,716	
Community Events	\$0	\$800	\$800	
Insurance	\$24,278	\$32,000	\$7,722	
Utilities (Electric and \	\$11,564	\$8,333	(\$3,231)	
Landscaping & Irrigati	\$42,799	\$39,733	(\$3,066)	
Repair & Maintenance	\$12,242	\$21,000	\$8,758	
Professional Services:				
Audit & Tax Services	\$1,390	\$1,000	(\$390)	
				Legal Services to Collect Past Due
Legal Services	\$62,104	\$9,333	(\$52,770)	Accounts
Management Fees &	\$21,518	\$21,135	(\$383)	
Taxes	\$52	\$167	\$114	
Reserve Funding	\$274,312	\$274,312	\$0	
Total Expense	\$506,213	\$473,483	(\$32,730)	
Total Net Incom	(\$50,864)	(\$19,083)	(\$31,781)	

Cash Accounts:

Operating Funds	\$106,731
Reserve Funds	\$426,466
Total Cash Ac	\$533,196

Other Noteworthy Items:

Delinquent Membe	\$9,685
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Delinquent dues assessments from homeowners as of August 31, 2016. Total cost to each

BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Executive Session

7:00 P.M. September 20, 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

Special Board of Directors Meeting

7:30 P.M. September 20, 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**

3. **Discuss Changes to Architectural Guidelines Concerning Allowing Garage Doors with Windows.**

Members present that would like to address the Board and the members will be given three minutes each during the discussion to comment on the proposed changes.

4. **Adjourn to Regular Board Meeting Immediately Following Special Meeting**

BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Meeting

September 20, 2016

Immediately following Special Meeting

Ballena Bay Yacht Club, 1150 Ballena Blvd, Alameda, CA 94501

AGENDA

1. **Call to Order** **Immediately following Special Meeting**
2. **Homeowner's Open Forum**
3. **Secretary's Report**
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**
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**
Action Items
 - A. Approval of Minutes from August 16, 2016 Regular and Executive Session meetings.
 - B. Review of Financial Statements for period ending August 31, 2016
 - C. Approve Collection Actions
 - D. Write Off Bad Debt
 - E. Close Nominations
 - F. Review Election Timeline
 - G. Election by Acclamation (if needed)
 - H. Appointment of Director(s) (if needed)
 - I. Election of Officers (if needed)
 - J. Approve Reserve Study Proposal
 - K. Review Roofing, Siding and Painting Project
 - L. Review Landside Committee Report
 - M. Review Gutter Cleaning Proposals
 - N. Review Parking Issues and Policy
 - O. Review Architectural Guidelines – Garage Door Windows
 - P. Architectural Committee Report – Architectural Applications
 - Q. Review Landscaping Committee Report
 - R. Review Waterside Committee Report
 - S. Review Neighborhood Communications Committee Report
 - T. Review Community Preparedness Committee Report
6. **Adjourn** 9:00 p.m.
7. **Next Meeting Date & Location** – October 18, 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

July 19, 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 and the one owner noted on the sign in sheet.

Call to Order: The Board of Directors Meeting was called to order at 7:28 P.M. by Director Lynne Robertson. (Dick Bacigalupi asked Lynne to run the meeting since he was on the phone)

Homeowner Forum: An open forum was held for the owner present. This owner requested that the Board move the storage barge at their dock to another location. The Board discussed various options for storing the barge as well as making it less unsightly.

Minutes: After careful review it was **MSC** to approve the minutes of the Regular and Executive Sessions of June 21, 2016 as presented. It was also **MSC** to approve the Executive Session minutes from July 7, 2016 as presented.

Financial Statements: The Board **tabled** acceptance of the Financial Statements for the period ending June 30, 2016 until the August meeting.

Roofing, Siding and Painting Project: Committee Chair Jeff Frankel reported on the 2016 Roofing, Siding and Painting project. Jeff said that the project is going well and should be done by August 28th. One issue he said that needs to be resolved is the removal of the solar panels on the roofs of 1215 and 1225 Ballena Blvd. The board discussed contacting the Solar Companies involved concerning their dealings with all the owners who have needed to have their solar panels removed for roof work as this has been inconsistent. Jeff also reported that the City of Alameda was putting tighter solar guidelines into place.

Parking Committee: David Twiss of the Parking Committee reported that six vehicles had recently been tagged. Two vehicles were moved and four were removed completely from the area. David also said the Parking Placards will soon be going up.

Architectural Applications: On the recommendations of the Architectural Committee it was **MSC** to approve the Architectural Applications of 453 Cola Ballena to replace all windows with dual pane units and other items as noted in the Architectural Application and 425 Cola Ballena to repair dry rot on the waterside balcony and replace the waterside sliding glass doors.

Landscape Committee: Committee Chair Dick Bacigalupi stated that the banks have been cleared for rodent control. He will be meeting soon with the tree service to discuss tree maintenance. Dick also reported that he had received a complaint about the lawns and that the sprinklers are being looked at. Dick also stated that the lawns were being watered more because of the hot weather.

BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Meeting Minutes

July 19, 2016

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Waterside Committee: Waterside Committee Chair Rob Larsen reported that the storage barge needs to be moved and that the work storage float and the equipment float need new homes as well. The board discussed various options. Rob said he will check with one owner that may have a possible available location that would work.

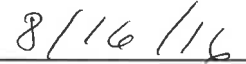
Neighborhood Communications Committee: Lynne Robertson of the Neighborhood Communications Committee reported that there may be new neighbors willing to help on the committee.

Community Preparedness: Committee Chair Jill MacAfee reported that the committee will be meeting soon and the first order of business will be to survey residents as to who has special needs. Diane Abel volunteered to assist with this. Jill also reported that the committee is still looking for more volunteers.

Adjournment/Next Meeting: With no further business before it the Board adjourned at 8:45 p.m. The next regular Board of Directors meeting was set for August 16, 2016 at 7:30 p.m. at the Ballena Bay Yacht Club.



Director Signature



Date