



# 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 – October 2016**

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## **President's Message, Dick Bacigalupi**

The board had a full schedule the evening of September 20th; a Special Board Meeting followed by the monthly general Board Meeting. The Special Meeting was at the request of homeowners to change the architectural guideline to allow replacing garage doors with windows. Seven individuals attended representing five homes. All individuals presented their comments and had other opportunities to further discuss the matter as the meeting progressed. Emails the board had received regarding this matter were also read. The board will take the request and the homeowner concerns under advisement in determining the next step.

The major action taken during the general meeting was the election of four new directors. As there were four candidates for the four open positions the candidates were elected to the board by acclamation. The new directors to the board are Wanda Bacigalupi, Jay Cherrie, Jaye Eldridge and Patricia Faustman. They will be joining Jeff Frankel, Jill MacAfee and Lynne Robertson. With their experience and interest in the community BBTA will have an excellent board. The new directors will join the board at the October 18th meeting. Further action by the board was the approval of the gutter cleaning for this year. Homeowners will be receiving notices when the work is to be performed. Hopefully this maintenance is a precursor for a higher than average rainfall.

As I conclude my term as President I want to take this opportunity to thank my fellow directors. We have accomplished or exceeded many of our goals and objectives outlined last January. With David Twiss' assistance our financial reports are more reflective of our operating expenses and delinquent dues have been reduced. Regarding Landside, Jeff Frankel has overseen the repair and paint of 16 units, exceeding the goal of 8 units. Roofs have been replaced on 8 units as planned with the addition of a number of critical garage roofs. With Mili Delbecq's help we had a monthly Dockside distributed keeping homeowners informed. Through Rob Larsen's time and use of his inflatable our wave maze has been maintained providing the wave protection so well needed. Given its age and cost of maintenance, a replacement wave maze needs to be aggressively pursued this next year. As to Landscape I want to thank my committee. With their guidance two more areas have been converted to draught resistance plants and drip irrigation. New trees have been selected to replace older and/or diseased trees with planting to be done this fall. Jill MacAfee has begun a community disaster preparedness plan that she will continue next year. All in all it has been a very productive year. Thanks again to everyone and their interest in our community.

The next board meeting is scheduled for October 18. The meeting begins at 7:30 and will include the new directors..

## **Waterside, Rob Larsen**

The Waterside committee and their diver enjoyed a three month vacation from the wave maze. The holiday is over, worn chain, loose tires and the process starts again. The committee is starting in earnest, the process for replacing the entire system including the pilings. From past history the time line for starting the work, after design and permitting, will be close to 12 months. The only other activity for the committee has been moving work floats to different docks for owners and their construction crews.

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

Please continue to inspect your and your neighbor's dock lines.

## **Treasurer's Report**

There is no treasurer's report this month as David Twiss is on FEMA deployment in North Carolina helping the victims of Hurricane Mathew.



**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

**2015-2016 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	October 18 at 7:00 p.m.
BBTA Board of Directors Meeting	October 18 at 7:30 p.m.
BBTA Executive Session	November 15 at 7:00 p.m.
BBTA Board of Directors Meeting	November at 7:30 p.m

# BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

## Board of Directors Executive Session

7:00 P.M. October 18, 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 pm October 18, 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. **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 September 20, 2016 Regular and Executive Session meetings.
  - B. Review of Financial Statements for period ending September 30, 2016
  - C. Approve Collection Actions
  - D. Write Off Bad Debt
  - E. Election of Officers
  - F. Discuss 2017 Budget
  - G. Review Roofing, Siding and Painting Project
  - H. Review Landside Committee Report
  - I. Review Gutter Cleaning Proposals
  - J. Review Parking Issues and Policy
  - K. Review Architectural Guidelines
  - L. Architectural Committee Report – Architectural Applications
  - M. Review Landscaping Committee Report
  - N. Review Waterside Committee Report
  - O. Review Neighborhood Communications Committee Report
  - P. Review Community Preparedness Committee Report
6. **Adjourn** 9:00 p.m.
7. **Next Meeting Date & Location** – November 15, 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 August 16, 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 \*\* arrived late

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 7:32 P.M. by Vice President Jeff Frankel.

**Homeowner Forum:** An open forum was held for the one owner present. The owner thanked the board and the Landscape Committee for all their hard work. The owner also discussed volunteering in some capacity for the Board or for a committee.

**Minutes:** After careful review it was **MSC** to approve the minutes of the Regular meeting of July 19, 2016 as presented. It was also **MSC** to approve the Executive Session minutes from July 19, 2016 with corrections.

**Financial Statements:** After careful review it was **MSC** to accept the financial statements for the period ending June 30, 2016 as presented by management.

The Board **tabled** acceptance of the Financial Statements for the period ending July 31, 2016 until the September meeting.

**Collections:** After careful review of the Delinquency Report it was **MSC** to proceed with the next collection actions on accounts 151-0939, 179-2210 and 153-0702 if needed before the next meeting.

**Inspector of Elections:** It was **MSC** to appoint Manager David Boone as Inspector of Elections for the upcoming Board Election.

**Roofing, Siding and Painting Project:** Committee Chair Jeff Frankel went over the 2016 Roofing, Siding and Painting project with the board. He described the process of determining the budget and the change order process. He reported that the Association of spent \$18,000.00 of the \$40,000.00 change order budget and \$15,000.00 of the roofing change order budget. The 2016 project was budgeted at approximately \$315,000.00 and he projects that between \$282,000.00 and \$285,000.00 will ultimately be spent.

**Parking Committee:** The board discussed current parking issues. It was determined that the red curbs should be repainted and proper signage needed to be added. Jeff Frankel and David Twiss will work on the signs and get a quote for painting the curbs red from CAM.

**Architectural Committee:** The Board discussed options and standards for railing heights along with pony wall heights and what will be the standards and styles going forward so as to be consistent on

**BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1**

Board of Directors Meeting Minutes

August 16, 2016

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each block. Committee Chair Mili Delbecq said that the Architectural Committee will work on standard guidelines and report to the Board with their findings.

**Landscape Committee:** Committee Chair Dick Bacigalupi was not present but the Board discussed the present state of the landscaping within Ballena Bay.

**Waterside Committee:** Waterside Committee Chair Rob Larsen reported that some tires from the Wave Maze are floating loose again and will rounded up and reattached to the maze.

**Neighborhood Communications Committee:** Committee Chair Mili Delbecq reported that she had talked to a new homeowner and will put a paragraph or two in the next dockside welcoming them.

**Community Preparedness:** Committee Chair Jill MacAfee reported that she received a less than satisfactory reception from the neighboring homeowners association when she approached them about community preparedness. She will be working on a preparedness document and discussed meeting areas for residents should there be a disaster. She also talked about determining who might need assistance and who might have medical experience and be a resource for assistance. She will be preparing a survey to present to the residents.

**Adjournment/Next Meeting:** With no further business before it the Board adjourned at 8:59 p.m. The next regular Board of Directors meeting was set for September 20, 2016 at 7:30 p.m. at the Ballena Bay Yacht Club.

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*Director Signature*

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*Date*

APPROVED