



At Dockside

A Monthly Publication of The Ballena Bay Townhouse Association #1

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

President's Message, Jeff Frankel

As we round the turn towards the end of 2016, our association looks forward to a new year with a newly elected board for 2016-2017. This year's board includes Wanda Bacigalupi, Jay Cherrie, Jaye Eldridge, Pat Faustman, Jill MacAfee, Lynne Robertson and I. Board and Committee position as well as contact information is listed at the end of every At Dockside.

This week, the Board is busy assembling projections for the 2017 budget which will likely be adopted at next week's board meeting.

Thanks are in order for David Twiss of 302 Tideway Drive and our new neighbor Glenn Casias of 300 Tideway Drive for all the support they have lent to the project to re-establish security lighting on the circle at the end of Tideway Drive.

Finally, I want to take this opportunity to give a special thanks to the outgoing directors; Rob Larsen, Mili Delbecq, David Twiss and Dick Bacigalupi. On behalf of the Board, I want to wish everyone a very Happy Thanksgiving.

Waterside Committee, Wanda Bacigalupi

I am the new waterside committee chair. The committee consists of myself, Rob Larsen and Dick Bacigalupi. I am lucky to have these tried and true workers. They keep our wave maze working, maintain our docks and ramps, and move floats around the neighborhood as needed.

They once again have put new chain around the tires on the Tideway side. By year-end, they hope to have the Ballena side completed. Along with our diver, they work to clean and refloat the tires. We all benefit from the work that is done. Without the wavemaze, docks and boats – even those on the east side of the bridge, would take a beating from wave action.

Winter is on the way bringing higher tides and rougher weather. Please remember to protect your boats and toys. Now is the time to check lines and add new more secure ones. Also add spring lines for better security. If you notice possible problems please notify your neighbor and this committee so it can be resolved sooner than later.

Enjoy the nice weather we are having and be safe on the water.

Pets and Fire Safety, Jill MacAfee

Here is some information from the American Kennel Club and ADT Security Services that might save your pet's life.

Extinguish open flames - Like moths drawn to light, pets tend to be curious about flames and will be attracted to candles, lanterns, stoves and open fires like the fireplace or BBQ. To avoid problems make sure all sources of fire are completely extinguished and do not pose a threat.

Remove or protect stove knobs - Pets accidentally turning on stove knobs is the leading reason for pet started house fires, according to the National Fire Protection Association. Remove

Use Flameless candles - Although not as aromatic as regular candles, the light bulbs in flameless candles are unlikely to start a fire if knocked over by your pet.



Don't leave water bowls on wooden decks - Like starting a fire with a magnifying glass, the reflection of light through glass bowls can generate enough heat to ignite a wooden deck. Stainless steel or ceramic water dishes cannot focus light in the same way.

Inspect and pet proof - Be alert to loose electrical wires, appliances, and other hazards within your pet's reach.

Confine young pets - Puppies are notoriously curious and capable of finding trouble. Confining them to crates or pens while you are away will help reduce the risk of them causing a fire. The confined area should be near an entrance for easy access in case of fire.

Keep pets near entrances - Firefighters can easily find and rescue pets that are near entrances. To ensure quick, safe transport, collars, leashes, and carriers should be near these same entrances. Have emergency kits with your pet's medical information and a supply of medications that they regularly need close together. Know your pet's safe hiding places and restrict access to them in your absence so they can't flee there in fear and make it difficult for firefighters to find them.

Use a monitored alert service - Battery operated smoke alarms will not only scare your pet but won't alert anyone to a fire if you are not there. Monitored smoke detectors alert a monitoring system that can then alert both you and the nearest fire station.

Use pet alert window clings - These static clings alert firefighters that pets are inside. Indicating the number of pets on these clings can help save critical time for firefighters. Free window clings are available online from the ASPCA or can be purchased at pet supply stores. They should be placed so they are readily seen by firefighters.

Security Lighting, Jeff Frankel

The Winter solstice is fast approaching and with it short days and longer nights. So here is your annual reminder to make sure that your street side and courtyard security lighting is working and that your timers are set for winter operation. A good rule of thumb for timer winter timer settings is 5pm to 7am. Better yet, install photocell controls to eliminate the maintenance issues associated with timers.

You may also want to consider replacing incandescent and CFL bulbs with LED bulbs. High quality LED bulbs from Philips are now available for under \$3 making them the most economical and maintenance-free lighting products on the market today.

Landscape Committee, Pat Faustman

The landscape committee had a great two years working with Dick Bacagalupi as our leader and are sad to see him go. The landscape committee remains Pat Faustman, Patty Corrigan, Isabella Fahrney and Kathy Walker.

Our landscapers have just finished trimming the trees for fall and took out a few trees that were failing. They need to grind the stumps before the replacement trees go in.

Our lawns are looking nice and green with the rain we have had, so we have turned off the water. If the warm weather continues we may turn the water back on for a short time. As always, if you see leaking sprinklers, contact a landscape committee member or David Boone..



Treasurer’s Report, Jay Cherrie

Ballena Bay Townhouse Association				
Income and Expenses Compared to Operating Budget				
For the Period Ending 09-30-16				
Income & Expenses:	Actuals	Budget	Favorable/ (Unfavorable) Variance	Comments
Total Income	\$56,998	\$56,800	\$198	
Expenses:				
Administrative Expense:				
Bank Loan	\$0	\$0	\$0	Paid In Full 5/16
Bad Debt Expense	\$0	\$417	\$417	
All Other Administrative Expense	\$368	\$637	\$269	
Total Administrative Expense	\$368	\$1,053	\$686	
Community Events	\$0	\$100	\$100	
Insurance	\$3,045	\$4,000	\$955	
Utilities (Electric and Water)	(\$54)	\$1,042	\$1,096	
Landscaping & Irrigation	\$2,485	\$4,967	\$2,482	
Repair & Maintenance	\$7,995	\$2,625	(\$5,370)	
Professional Services:				
Audit & Tax Services	\$0	\$125	\$125	
Legal Services	\$3,509	\$1,167	(\$2,342)	
Management Fees & Misc. Services	\$2,621	\$2,642	\$21	
Taxes	\$0	\$21	\$21	
Reserve Funding	\$34,289	\$34,289	\$0	
Total Expense	\$54,257	\$52,030	(\$2,227)	
Total Net Income	\$2,742	\$4,770	(\$2,028)	
Cash Accounts:				
Operating Funds	\$112,505			
Reserve Funds	\$460,762			
Total Cash Accounts	\$573,266			
Other Noteworthy Items:				
Delinquent Members Receivable	\$9,714			
Delinquent dues assessments from homeowners as of September 30, 2016. Total cost to each homeowner represents an average of \$115.64				



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, 925.405.4733

Assistant Community Manager, Joseph Schmalenbach, josephs@massingham.com, 925.405.4722

Board of Directors

Member	Office	Committee	E-Mail	Phone
Wanda Bacigalupi		Waterside	wbacigalupi@hotmail.com	510.521.2426
Jay Cherrie	Treasurer		justjayc@hotmail.com	864.1709
Jaye Eldridge	Vice President		Jaye.eldridge@gmail.com	213.0868
Pat Faustman		Landscape	pgfaustman@gmail.com	864.0665
Jeff Frankel	President	Landside	jfrankel@pacbell.net	510.769.6097
Jill MacAfee	Secretary	Communications, Community Preparedness	jillalyson.macafee@gmail.com	510.814.1849
Lynne Robertson		Archetectural	lynne.c.robertson@gmail.com	384.5094

Calendar

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

BBTA Executive Session
BBTA Board of Directors Meeting
BBTA Executive Session
BBTA Board of Directors Meeting

November 15 at 7:00 p.m.
November 15 at 7:30 p.m.
December 20 at 7:00 p.m.
December 20 at 7:30 p.m

BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Executive Session

7:00 P.M. November 15, 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 November 15, 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 October 18, 2016 Regular and Executive Session meetings and November 7, 2016 Executive Session.
 - B. Review of Financial Statements for period ending October 31, 2016
 - C. Approve Collection Actions
 - D. Write Off Bad Debt
 - E. Election of Officers
 - F. Approve 2016 Reserve Study
 - G. Approve 2017 Budget
 - H. Review Roofing, Siding and Painting Project
 - I. Review Landside Committee Report
 - J. Review Gutter Cleaning Proposals
 - K. Review Parking Issues and Policy
 - L. Review Architectural Guidelines
 - M. Architectural Committee Report – Architectural Applications
 - N. Review Landscaping Committee Report
 - O. Review Waterside Committee Report
 - P. Review Neighborhood Communications Committee Report
 - Q. Review Community Preparedness Committee Report
6. **Adjourn** 9:00 p.m.
7. **Next Meeting Date & Location** – December 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 September 20, 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 **M**otion was made, **S**econded and **C**arried *denotes absence

Also present was David Boone of Associa Northern California and the owners noted on the sign in sheet.

Call to Order: The Board of Directors Meeting was called to order at 8:08 p.m. P.M. by President Dick Bacigalupi.

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

Architectural Guidelines: The board thoroughly discussed options for changing the architectural guidelines concerning garage door windows and if so how to do it. The subject of sending out the poll of the membership to get all owners feedback was discussed and exactly how it should be formatted. Should it be a simple yes or no vote should there be a different specific guidelines for owners to choose on? Should the changes be on a per building basis? Should the vote be sent by secret ballot? Should this be done once a year? How does the change affect owners whose doors were already replaced? If there were conversion to garage door windows should be done on an ad hoc basis all at once per building or not at all?

The board discussed the importance of wording the poll and the guideline change properly. The Board also discussed that priorities and owner resources could be better focused on other more pressing architectural issue such as bringing railings up to the present code.

Jeff Frankel and Dick Bacigalupi will prepare recommendations for the next board to consider. The board discussed the possibility of polling the membership and having a majority come back as no.

Adjournment to Executive Session: The Board adjourned into Executive Session at 8:31 p.m. to discuss some legal and disciplinary issues around Architectural Guidelines.

Adjournment to Regular Session: The Board adjourned back to Regular session at 8:35 p.m.

Minutes: After careful review it was **MSC** to approve the minutes of the Regular meeting of August 16, 2016 as presented. It was also **MSC** to approve the Executive Session minutes from August 16, 2016 with corrections.

Financial Statements: The Board discussed the financial statements of Ballena Bay in detail in particular the Delinquency and Prepaid report. It was resolved to credit back prepaid accounts for various small amounts and send out refunds as necessary to clean up this report. After careful review it was **MSC** to accept the financial statements for the period ending August 31, 2016 as presented by management.

BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Meeting Minutes

September 20, 2016

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Owner Request to Waive Late Fees: It was MSC to waive a Late Fee and Late Interest totaling \$77.40 on account 151-0586 as a one-time courtesy as this account has been brought current.

Close Nominations: The association sent out a Call for Candidates for the four open positions on August 19, 2016 and four owners returned their candidate forms. It was **MSC** to Close Nominations for the Board Election.

Election by Acclamation: Given that the Association only had four (4) candidates for four (4) open positions, the board announced that Wanda Bacigalupi, Jay Cherrie, Jaye Eldridge and Patricia Faustman are "**Elected by Acclamation**" to the board. Not only is this the only result that could be achieved even if the intricate secret ballot process was utilized, but, by the board taking this action, it eliminated the need for the intricate secret ballot process for the Board Election, which saves the Association a substantial sum of money. The new Board will take over at the next Board Meeting scheduled for October 18, 2016.

Reserve Study Proposal: After careful review it was **MSC** to approve spending \$575.00 to update the Associations Reserve Study.

Roofing, Siding and Painting Project and Landside: Committee Chair Jeff Frankel reported that the capital project is basically done. David twist reported that the new resident at the end of the 300 block of Tideway would agree to keep lights on at the end of 300 block for security and will do so if the Board will install a new fixture. It was **MSC** you to approve spending up to \$500 to put in such a fixture.

Gutter Cleaning Proposals: After careful review of the three proposals it was **MSC** to approve spending \$2,100.00 to have Commercial Gutter Inc. clean out the Associations gutters with a target of the first part of November if possible.

Architectural Committee: Committee Chair Mili Delbecq was not present and there were no new Architectural Applications to consider.

Landscape Committee: Committee Chair Dick Bacigalupi handed out a landscape budget analysis to the board for projects remaining for the rest of the year. After discussion it was **MSC** to approve spending \$2,475.00 for pruning, \$680.00 for Magnolias at 305 and 403 Cola Ballena, \$715.00 for plant replacement at 401 Cola Ballena and \$3,515.00 for tree removal and replacement.

Waterside Committee: Waterside Committee Chair Rob Larsen reported that the diver has been out of town but all tires save one have remained in place.

Neighborhood Communications Committee: Committee Chair Mili Delbecq was not present to make a report.

Community Preparedness: Committee Chair Jill MacAfee reported that she is still compiling a list of owners interested in an AED group purchase.

Adjournment/Next Meeting: With no further business before it the Board adjourned at 9:07 p.m. The next regular Board of Directors meeting was set for October 18, 2016 at 7:30 p.m. at the Ballena Bay Yacht Club.

Director Signature

Date