



# 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 – January 2017**

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## **President's Message, *Jeff Frankel***

We hope that everyone had a wonderful holiday season and that this publication finds you all warm and dry.

We are looking forward to a productive year with respect to both waterside and landside projects.

- On the waterside, we are in the process of getting quotes for a replacement wave-maze as well as for some touch-up dredging. The actual work here may take place this year or next.
- On the landside, we plan to do siding repair/replacement and painting on 12-16 homes in the 300 block of Tideway Drive. Which ones we do first will be determined by inspections.

If you have any leaks, please report them LeeAnn Sinesio our new Community Manager (see related article below) who can dispatch a repair crew.

## **Landscape Report, *by Pat Faustman***

The New Year has brought us several storms with strong winds and rain. We welcome the rain and are grateful that we have not sustained any tree damage as of yet from the winds. Our ground is saturated, so very soft. If everyone could please be careful pulling in to their driveways as to not drive on the lawn and do damage with the soft ground. Our irrigation has been turned off, so if anyone sees any irrigation water running, please contact a landscape committee member or Associa.

The weather has been cold causing the deciduous grasses we have to turn yellow. These grasses will green up in the spring with all of this water and warmer weather.

Happy New Year to all from the Landscape committee: Pat Faustman, Patty Corrigan, Isabella Foster and Kathy Walker.

## **Waterside, *by Wanda Bacigalupi***

Our wave maze on the Ballena side is in need of cleaning and reattachment of tires that have broken loose. Part of the job of maintaining our wave maze is done by a diver. The committee works above on the wave maze while the diver works below to clean and tighten up the clusters. Unfortunately, we have lost our diver and are actively looking for a new person. If anyone knows of a diver please contact Dick Bacigalupi or Rob Larsen.

With the high tides and storm surge large debris (trees, pilings) is coming into our waterway. If anyone finds such debris please tie it up near a dock system. It will prevent damage to boats, both moving and docked. Contact the waterside committee to have it towed away. Do not pull it up on your dock. If you do it becomes your responsibility.

Again, winter storms are upon us. Check that your dock lines are secure and bilge pumps are working. If you see or need assistance regarding a waterside safety issue please call the waterside committee.



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**Boats on the Beach, Jeff Frankel**

You may have noticed two old power boats cast adrift shortly before Christmas that ended up on the beach by 300 Tideway Drive. The Alameda police obtained a grant from the State to have them towed and I am happy to report that as of last week, the boats are gone. The owner of the two vessels was traced from the CF numbers and will be reimbursing the State for the tow and disposal of the boats!



**Goodbye David, Hello LeeAnn, by Jeff Frankel**

We received word from Associa last night that our long-time Community Manager David Boone is leaving Associa for a position at another firm. We wish David great success in his new position and look forward to working with his successor, LeeAnn Sinesio. Please join the Board in welcoming LeeAnn and come out to meet her at the February Board meeting.



Treasurer’s Report, by Jay Cherrie

<b>Ballena Bay Townhouse Association</b>				
<b>Income and Expenses Compared to Operating Budget</b>				
<b>For the Period Ending 12-31-16</b>				
<b>Income &amp; Expenses:</b>	<b>Actuals</b>	<b>Budget</b>	<b>Variance</b>	<b>Comments</b>
			Favorable/(unfavorable)	
<b>Total Income</b>	\$57,007	\$56,800	\$207	
<b>Expenses:</b>				
<b>Administrative Expense:</b>				
<b>Bank Loan</b>	\$0	\$0	\$0	Paid In Full 5/16
<b>Bad Debt Expense</b>	\$0	\$417	\$417	
<b>All Other Administrative Expense</b>	\$960	\$637	(\$323)	
<b>Total Administrative Expense</b>	\$960	\$1,053	\$93	
<b>Community Events</b>	\$0	\$100	\$100	
<b>Insurance</b>	\$3,045	\$4,000	\$955	
<b>Utilities (Electric and Water)</b>	\$2,071	\$1,042	(\$1,030)	
<b>Landscaping &amp; Irrigation</b>	\$8,848	\$4,967	(\$3,881)	
<b>Repair &amp; Maintenance</b>	\$2,305	\$2,625	\$320	
<b>Professional Services:</b>				
<b>Audit &amp; Tax Services</b>	\$0	\$125	\$125	
<b>Legal Services</b>	\$0	\$1,167	\$1,167	
<b>Management Fees &amp; Misc. Services</b>	\$2,621	\$2,621	\$0	
<b>Taxes</b>	\$0	\$21	\$21	
<b>Reserve Funding</b>	\$34,289	\$34,289	\$0	
<b>Total Expense</b>	\$54,138	\$52,009	(\$2,129)	
<b>Total Net Income</b>	\$2,869	\$4,791	(\$1,922)	
<b>Cash Accounts:</b>				
<b>Operating Funds</b>	\$168,204			
<b>Reserve Funds</b>	\$509,170			
<b>Total Cash Accounts</b>	\$677,374			
<b>Other Noteworthy Items:</b>				
<b>Delinquent Members Receivable</b>	\$11,293			
<b>Delinquent dues assessments from homeowners as of December 31, 2016. Total cost to each homeowner represents an average of \$134.44</b>				



**Management**

**Associa Community Management**, 1855 Gateway Blvd, Suite 300, Concord, CA 94520  
 Office (24/7) 925.405.4900 FAX – 925.405.4747  
**Community Manager**, LeeAnn Sinesio, [LeeAnn.Sinesio@associa.us](mailto:LeeAnn.Sinesio@associa.us), 925.405.\_\_\_\_  
**Assistant Community Manager**, Joseph Schmalenbach [Joseph.Schmalenbach@associa.us](mailto:Joseph.Schmalenbach@associa.us),  
 925.405.4722

**Board of Directors**

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

**Calendar**

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

BBTA Executive Session	January 17at 7:00 p.m.
BBTA Board of Directors Meeting	January 17at 7:30 p.m.
BBTA Executive Session	February 21 at 7:00 p.m.
BBTA Board of Directors Meeting	February 21 at 7:30 p.m.

# BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

## Board of Directors Executive Session

7:00 P.M. January 17, 2017

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 January 17, 2017

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 December 20, 2016 Regular and Executive Session meetings
  - B. Review of Financial Statements for period ending December 31, 2016
  - C. Approve Collection Actions
  - D. Write Off Bad Debt
  - E. Review Roofing, Siding and Painting Project - Southwest Construction Management Proposal
  - F. Review Landside Committee Report
  - G. Review Parking Issues and Policy
  - H. Review Architectural Guidelines
  - 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** 9:00 p.m.
7. **Next Meeting Date & Location** – February 21, 2017, 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

November 15, 2016

#### Board Members

Jeff Frankel	President	Term expires 2017
Jaye Eldridge	Vice President	Term expires 2018
Jay Cherrie	Treasurer	Term expires 2018
Jill MacAfee*	Secretary	Term expires 2017
Lynne Robertson	Director	Term expires 2017
Wanda Bacigalupi	Director	Term expires 2018
Pat Faustman	Director	Term expires 2018

**MSC** = Means a **Motion** was made, **Seconded** and **Carried** \*denotes by 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 7:35 p.m. by President Jeff Frankel.

**Homeowner Forum:** An open forum was held for the owners present. One owner brought an outstanding issue of maintenance that will be addressed as part of the final details of the 2016 capital project.

**Waterside Committee:** The Waterside Committee, Dick Bacigalupi and Rob Larsen were in attendance and so the Board discussed waterside matters first. Dick explained the details of the proposal submitted to the Board for spending \$7k to 16k for an engineering survey for the new wave maze. They also reported that dredging will be needed under the wave maze and possibly in other areas. The Board discussed how this expense would affect the 2017 budget and what should be included in this year's expenses. It was **MSC** to approve the waterside expense.

**Minutes:** After careful review it was **MSC** to approve the minutes of the Regular meeting and the Executive Session of October, 18, 2016 with corrections.

**Financial Statements:** after review it was **MSC** to accept the Financial Statements for the period ending September 30, 2016 as presented by management.

**2017 Budget:** The Board discussed what possible new expenses the Association could face in 2017. It was **MSC** to approve an overall budget of \$705,600.00 with a reserve contribution of \$365,956.00 setting monthly assessments at \$735.00 per unit.

**Reserve Study Proposal:** It was **MSC** to authorize Jeff Frankel to accept the pending Reserve Study as prepared by Avelar and Associates on behalf of the Board.

**Roofing, Siding and Painting Project and Landside:** Committee Chair Jeff Frankel reported that there is nothing new with landside except that a few small issues remain to be completed for the 2016 capital project.

**Architectural Committee:** The Board discussed the advisory vote on changing the Architectural Guidelines concerning garage doors and determined that no action was warranted at this time as only 22 owners voted for the change.

**BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1**

Board of Directors Meeting Minutes

November 15, 2016

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**Landscape Committee:** Committee Chair Pat Faustman reported that there was nothing new concerning the landscaping.

**Neighborhood Communications:** There was nothing new to report concerning neighborhood communications.

**Community Preparedness:** Committee Chair Jill MacAfee was not present to make a report.

**Adjournment/Next Meeting:** With no further business before it the Board adjourned at 9:08 p.m. The next regular Board of Directors meeting was set for December 20, 2016 at 7:30 p.m. at the Ballena Bay Yacht Club.

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*Director Signature*



\_\_\_\_\_  
*Date*

12/20/16