



Ballena Bay Townhouse Association

General Association Meeting
August 11, 1980

P.O. Box 512 • Alameda, Ca. 94501

The meeting was called to order at 7:45 pm at the Ballena Bay Yacht Club. Bob Lando, attorney for the Association was introduced to homeowners. The purpose of the meeting was outlined...summary reports from each of the chairpersons followed by a discussion of plans for 1981.

Landscape Summary Report (Marcie Gerin) April 1st, 1980 Environmental Home and Garden of Pleasant Hill was hired under a one year contract. Workers are scheduled for Tuesdays and Fridays. They are working under Marcie's supervision and submit weekly reports of work completed. Homeowners should direct questions/information to the supervisor Bob Griese, rather than individual workers. Marcie has requested from the company a projected 2 year landscaping plan based on(1)aesthetic quality(2) new easy care plants (3) plants which require less watering. A homeowner pointed out faucet handles are sometimes missing after landscape workers have watered. Marcie will inform the company of this.

Home and Dock Maintenance Summary Report (Betty Oakey) Betty has hired two workers who are paid \$12.00 an hour and are now adequately covered by Workmen's Compensation (at 7.68 per \$100.00). Maintenance costs are at this time exceeding the budget due to increased costs of materials as well as needed repairs which are a consequence of poor original design. Maintenance profiles of each house are currently in the works. A proposed maintenance shed was discussed but placement of such a shed was not decided upon. The subject of electrolysis within the channel was raised. Betty will look into testing.

Wave Maze Summary Report (Bob Anderson) BCDC requirements to "beautify" the maze by painting it blue and white are being resisted. Following this past years winter storms the maze has moved. Anchors are missing and tears have resulted from a previous repositioning. An independent diver is working on the maze and will hopefully complete repairs by winter. Jim Forni may be able to contribute 5,000 lb. concrete anchors for the wave maze.

TV Antenna Repairs (Bob Anderson) "TV Joe" will contact homeowners to set up a convenient time to inspect homes for new antennas, wiring, and boxes. Bob has spoken with three companies regarding cable TV, none of whom have plans to come to Alameda.

Treasurers Summary Report (Beryl Anderson) At the present time the Association is functioning approximately \$2,700. over budget, primarily due to an abundance of maintenance costs. The Maintenance Reserve Fund is set aside for major expenses (painting, dredging, roofing, etc.). This could be depleted if costs continue to rise and dues do not meet the costs. The 1979 budget will be distributed within the next few weeks. The Board will pursue seeking competitive bids for insurance. Attorneys are paid on a per job rather than retainer basis.

NEW BUSINESS

- Recurring vacancies on the Board and a lack of volunteers to fill the positions has been of major concern to Board members. Bob proposed three alternatives for discussion:

1. Exemption incentive - free maintenance for service on Board.
2. Professional management either for BBTA or in combination with other local associations. Mr. Jim Forni contacted Rich Noble Management Company to receive an estimate of cost. He was informed the services would include planning, bookkeeping, quarterly reports, carpentry, maintenance. Fees for this service would be \$7.50 to \$10.00 per unit per month.
3. Continuation of volunteer Board. When asked for a show of hands of those who would be interested in volunteering services the following graciously obliged: John Sullivan, David Wild, Ian Roger, Dewey Bargiacchi, and Carol Brown.

An additional alternative was suggested -- that of hiring a retired homeowner to act as manager. Betty Oakey expressed an interest in this position.

- Ian Roger expressed concern about the increasing budget. Although no motion was entertained at this time it was the expressed intent of the President that barring unforeseen disaster dues would remain at \$75. per month for the remainder of 1980. If for any reason an increase would be necessary homeowners would be informed in advance with opinions/suggestions invited.
- The Association is currently paying garbage services for two cans per household per week. Upon investigation nearly half the homeowners are averaging 1 can per week. The proposal was made to pay for only the one can (individuals paying for excess) or for garbage collection to be the responsibility of individual homeowners. The Board will look into this.

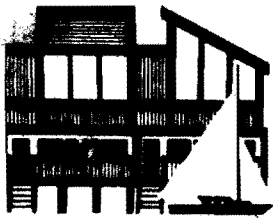
The meeting was adjourned at 9:45. Thanks to all who attended.

Betty Oakey for BA

Robert W. Anderson
President

Nancy Freed

Nancy Freed
Secretary



Ballena Bay Townhouse Association

Annual Meeting
October 20, 1980

P.O. Box 512 • Alameda, Ca. 94501

The meeting was called to order at 7:45 p.m. at the Encinal Yacht Club. It was determined by Joe Oakey a quorum was represented (including the proxies collected).

It was moved, seconded, and approved the minutes of the November 19, 1979 annual meeting be accepted as submitted.

Treasurer's Report The 1979 annual report and a 1981 proposed budget were distributed by Beryl Anderson. The suggestion was made by Beryl that in future years the annual report be circulated to homeowners within 4 months of the ending year. This will be a possible amendment to the by-laws for the new board. The proposed budget is to be viewed as recommendation only and calls for a \$5.00 monthly increase of dues. Also recommended was a separate bookkeeping category for the wave maze to cover yearly inspections and reports required by BCDC. An increase in funds allotted to insurance for the coming year is necessary to include workmens compensation.

Wave Maze Report Bob Anderson summarized the life and times of the wave maze. Due to previous board action of moving the maze some anchors were lost and tears resulted. It was felt litigation may not be worthwhile to pursue due to this action. Ian Roger stated he was told by Mr. Cotteli (currently working on the maze) original construction was not up to standard and was not built to specifications. Based on this information the new board may want to investigate possible legal action against Pan Pacific.

Landscape Report Marcie Gerin has received long range plans for landscaping from Environmental Home and Garden Company which she will hand over to the new board.

Dock and Maintenance Report Betty Oakey foresees potentially expensive repairs ahead for the docks. She suggested exploring alternative materials for dock construction/repair. Smaller repairs are under control. Dry rot has been found on some docks.

TV Project Report "TV Joe" has withdrawn from the project which has been temporarily shelved.

OTHER BUSINESS

- Mr. Hosking is waiting for favorable financing before beginning construction on East Tideway.
- Some homeowners feel electrolysis is still an existing problem in the channel. This needs further exploration.

- Some homeowners are experiencing discoloration of tap water. A follow up survey will be undertaken.
- Susan Bush, from Hackleman, Barre Accountants discussed with homeowners differences in present bookkeeping procedure and the format of the 1979 audit. She has agreed she will meet with the board when needed to set up a new bookkeeping format if desired.

ELECTION

Nominations for the 1981 board were: David Wild, Ian Roger, Ken Main, John Sullivan, Carole Hansen, Betty Oakey. The motion was made to close nominations, seconded, approved. Questions were asked of each nominee.

The ballots were counted, the results as follows:

* David Wild	62 votes	
* Ian Roger	76 votes	
* Ken Main	71½ votes	
* John Sullivan	12 votes	
Carole Hansen	12 votes	
* Betty Oakey	71½ votes	* 1981 board members

Alternatives were discussed to break the existing tie. In view of John Sullivan's expertise in accounting Carole Hansen withdrew.

There being no further business the meeting was adjourned at 10:08 p.m.



Ballena Bay Townhouse Association

P.O. Box 512 • Alameda, Ca. 94501

MINUTES OF
BOARD MEETING

October 30, 1980

The meeting was called to order at 7:40 p.m. at 340 Tideway Drive by Ian Roger, President, Ballena Bay Townhouse Association, who presided. Present were: Dave Wild, Ken Main, Betty Oakey, John and Marguerite Sullivan and Ian Roger. Mr. Roger announced that there was no formal Agenda but in the future minutes of the previous meeting will be circulated to homeowners along with Agenda and place and time of meeting in order to facilitate attendance by any interested homeowner not serving on the Board or a Committee. He stated that for the convenience of homeowners, an "open" part of the Board meeting will be held immediately following roll call so that members may bring up any business to the Board rather than being compelled to sit through the entire meeting.

Mr. Roger then requested that a Secretary and Assistant Secretary be appointed. Mrs. Carole Hanson has agreed to be Secretary and a motion was entertained to appoint her and Mrs. John J. Sullivan (Marguerite) as Recording Secretary. This was duly seconded and carried.

After discussion, it was decided that Board meetings would be held the first Tuesday of each month as follows:

- December 2, 1980 at the Main residence,
463 Cola Ballena
- January 6, 1981 at the Sullivan residence,
332 Tideway Drive
- February 3, 1981 at the Wild residence,
1205 Ballena Boulevard
- March 3, 1981 at the Oakey residence,
352 Tideway Drive

The Recording Secretary read the minutes of the meeting of September 15, 1980. A motion was made and seconded to accept the minutes of this meeting as read with the amendment that Mr. Oakey be shown as a "proctor" rather than a "timekeeper." All Board members concurred with the motion and suggested amendment.

Betty Oakey referred to two letters that should have been written by the Board of Directors: (1) A letter to Morgan Noble wherein an amount of \$525.00 will not be paid until the Board receives approval from the appropriate authorities (BCDC), and (2) A letter

Minutes of Board Meeting of
October 30, 1980
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approving the residence alteration of Mr. and Mrs. Herbert. Ian Roger stated that he would determine if these letters had been sent and if not draft them.

After discussion, it was moved, seconded and approved that the Townhouse Association pay for an extra garbage can at 300 Tideway Drive to cover the west end turn-around on Tideway. Mr. Perry Farley has volunteered to take care of it each week.

After discussion, it was agreed that the minutes of the Annual Board meeting of October 20, 1980, as revised, and agreed by both Past President Robert Anderson and President Ian Roger, be placed in the minute book. Ian Roger read those minutes to the Board.

Discoloration of water from Tideway Drive water pipes was discussed and it was suggested that a follow-up survey be taken.

Ian Roger reported the appointment of the following committees whose members had agreed to serve and asked that they be listed for the record:

Standing Committees

Grounds & Maintenance Committee: Dave Wild, Chair, Don Gutleben, Tom Albin, Paul Marsh, Don Brunette, Jim Forni, Al Getz.

Budget & Finance Committee: John Sullivan, Chair, Ed Ringo, Dr. Duncan Tonningsen, Tom Sullivan, Bob Rehfeld.

City & Other Associations & Authorities: C. Hanson, Chair, Tom Albin and Dewey Bargiacchi.

Safety & Security: Darrell Hickman, Chair, Tom Albin, A. Fisher.

Architectural Review Committee: A committee of the whole.

Ad Hoc Committees, CC&R Review: Betty Oakey, Chair, Ken Main, Jerry Rasco, Bob Partridge.

Wave Maze Committee: J. Forni, Chair, Dougal MacDonald, Paul Marsh, Dave Wild, Don Brunette, Archie Stone, Ken Main and Past President Bob Anderson.

Ian Roger said that he was going to ask John Kent, a homeowner with expertise in electrolysis to undertake a survey for the Association and all electrical will be checked and a report made to the Board. Betty Oakey suggested a workshop class with a speaker

regarding electrolysis in the channel. Chairman of the Safety & Security Committee, Darrell Hickman, has agreed to give a class open to all homeowners on security. A homeowners' get-to-gether party was suggested for mid-December and Betty Oakey was asked to coordinate these three events.

A letter was discussed from Derrick Clay who has a canting problem with his dock at 1203 Ballena Boulevard and Ian Roger agreed to deal with this matter.

Treasurer's Report: John Sullivan reported that he has picked up the books and is acquiring the proper number of signatories for check signing and will have a report and tentative budget for the December 2 meeting. It was stated that the checking account will be continued as an imprest account but all other monies will be accumulated in the savings account in order to earn maximum interest for the homeowners. The practice of buying money market certificates will be continued. It was moved and seconded and carried to accept the financial report.

Grounds & Maintenance Report: Mr. Wild reported that he was not ready to make a formal report. Ian Roger outlined the plan for hiring a Groundsman/Maintenanceman for a 40-hour work week and cancelling the landscape contract. He reported that the Maintenance Reserve Account is low so spending must be reduced but not service. Betty Oakey reported on maintenance items left dangling from the last Board, remarking that some should be attended to before the rains come. It was suggested that if anyone would care to do any work themselves, materials could be supplied. The homeowners will be polled to find out what treatment they want on their decks and notice will be given just before the work is done so homeowners can clear the decks and be ready.

An inventory of all materials and supplies will be taken. In the future, landscaping will be added to and not torn out.

Wave Maze Report: Ian Roger reported on the wave maze. The repairs to the wave maze are close to being finished and Mr. Gotelli will furnish the Board with a statement and written report on his findings and work performed by Pan Pacific under the supervision of Dames and Moore. It was noted that a change in procedure appeared to have been made in substituting cable vs. chain in the wave maze. This Board will request an explanation for this apparent change in plans. All pertinent information will be furnished to Jim Forni, Chairman of the Ad Hoc Wave Maze Committee.

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October 30, 1980
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Committee of the Whole - Architectural Review: Solar heating on the roofs was discussed. Ken Main will bring literature and designs back to the Board for review.

Old & New Business: Ken Main spoke regarding TV antenna in the development and reported that Jerry Rasco has volunteered to head a committee to look into the problem and report back to the Board.

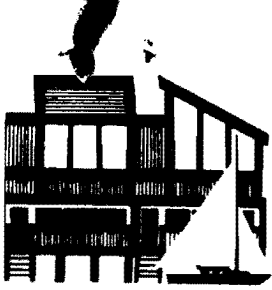
The Policy of this Board towards changes in construction was established as follows: The homeowner requiring changes will submit plans to the Board before any work is instituted. Coupled with these plans should be the approval in writing of the four immediate neighbors. After approval, the applicants will be advised to obtain City Building Permits.

There being no further business, it was moved, seconded and approved that the Board of Directors adjourn this meeting at 10:15 p.m.

Marguerite Sullivan
RECORDING SECRETARY, Marguerite
Sullivan, BALLENA BAY TOWNHOUSE
ASSOCIATION

Approved:

PRESIDENT, Ian Roger, BALLENA
BAY TOWNHOUSE ASSOCIATION



Ballena Bay Townhouse Association

MINUTES OF
BOARD MEETING

December 2, 1980

P.O. Box 512 • Alameda, Ca. 94501

The meeting was called to order at 7:30 p.m. at 340 Tideway Drive by Ian Roger, President, Ballena Bay Townhouse Association, who presided. Present were: John Sullivan, Betty Oakey, Carole Hansen, and Ian Roger. Jerry Rasco arrived at 8:10 p.m. Absent: Dave Wild and Ken Main.

A motion was made and seconded to accept the minutes of the Board meeting of October 30, 1980 after the following amendments are made:

1. On page 2 last sentence should read, "Betty Oakey suggested a workshop with a speaker...."
2. The fourth paragraph on page 2 should specify that the Grounds & Maintenance Chairman will investigate the discoloration of water from Tideway Drive water pipes and do a follow-up survey.
3. On page 2 the City & Other Associations & Authorities Chair is Carole Hansen and the Safety & Security Committee member is Art Fisher.
4. On page 3 the word "dangling" is to be deleted in the Grounds & Maintenance Report, third paragraph.

After discussion, it was moved, seconded and carried that the Policy of this Board towards changes in construction be established as follows: The homeowner requiring changes would submit them to the Board together with proof that notification was made in writing 10 days prior to the Board meeting to any involved neighbor. Upon receipt of these changes, the Secretary of the Board will contact the neighbors to ensure that they are informed. After approval, the applicants will be expected to obtain City Building Permits.

Correspondence from Dr. Paden dealing with unstopped drain was received and dealt with by Ian Roger. Correspondence from Norm James regarding the tubs that were breaking loose on his dock was received.

John Sullivan, Treasurer, presented a report and budget for the 1981 year. After discussion, it was moved and seconded to accept the 1981 budget with monthly homeowner dues reduced to \$65.00. The motion carried with one dissenting vote. Ian Roger requested that the minutes reflect that two homeowners are delinquent but names will be withheld from these minutes at this time.

Grounds & Maintenance Committee report was presented by Ian Roger in Dave Wilds' absence. The new maintenance man is working out well and will begin treating the decks soon. A notice will be provided to the homeowners before he does the work in order to move everything from the deck or allow the homeowner to reject or forestall the work. Ian commented that a number of homeowners have shown an active interest in the areas surrounding their homes and he would like the Board to appear on record as, congratulating these homeowners.

Betty Oakey gave a report on the homeowner's proposed get-together for December 14 stating that only three responses had been received. She suggested cancelling or deferring until after the first of the year. A poll of the homeowners will be taken before Friday and a final decision made then.

The Wave Maze Committee held a meeting to discuss the wave maze problem on the 1st of December. Two written reports on the wave maze are due this week and when they are received and studied, the Committee will report back to the Board at the next meeting.

Jerry Rasco reported on the television antenna problem in the development. It was recommended that the Association defer any substantial changes at this time and keep in touch with City Hall as it is rumored that a Cable TV Company may be coming into Alameda within a year. Jerry Rasco suggested that in the meantime if any homeowner is having trouble with reception that he be contacted to assist in working out a solution.

Ian Roger commented in his President's Report that John Kent will do an electrolysis report for the homeowners. Ian was authorized by the Board to write a letter of appreciation to Alameda's Chief of Police for his Department's help and service during the year to cut down on hooliganism in the area.

Old & New Business. Betty Oakey reported that the Board is actively pursuing solar system programs for possible use in the development and she is contacting P.G. & E. on a program that they have advertised. Betty also reported on the CC&R's Committee progress and a report should be forthcoming at the next meeting January 6, 1981.

There being no further business, it was moved, seconded and carried to adjourn this meeting at 10:45 p.m.



CAROLE HANSEN, SECRETARY

IAN ROGER, PRESIDENT