



At Docksides

A Monthly Publication of The Ballena Bay Townhouse Association #1

Protecting property values and the quality of life in Ballena Bay – October 2019

Board Election, by Jeff Frankel

By now, you have received our annual call for candidates to run for the BBTA Board. If you are considering a run (or even if you are not) here is information you need to know about how our elections work and what it means to be a BBTA Board member. This article will cover the basics and provide links to relevant information. If you still have questions, please feel free to contact me or any other board member.

Below are some often asked questions and answers about board participation both in the abstract and specifically regarding BBTA.

General Questions

Why should I run for the Board?

The article linked below outlines some very good reasons to participate in the management of our HOA. <http://www.iveyengineering.com/reasons-serve-hoa-board/>

What qualities make for a good board member?

Honesty, the ability to separate your personal interests from those of the community as a whole and then the ability to act in the best interest of the community are paramount. The article linked below outlines 10 qualities of an effective HOA board member.

<https://www.hoaleader.com/public/527.cfm>

What's involved in serving on an HOA board?

Nolo Press has a pretty good article on the subject:

<http://www.nolo.com/legal-encyclopedia/whats-involved-with-serving-the-board-homeowners-association.html>

What Laws pertain to the operation of Homeowner's Associations in California

Probably the best online reference for California HOA Board members is the davis-stirling website linked here: <http://www.davis-stirling.com/>

BBTA Specific Questions

How many sit on our board?

The board consists of 7 homeowners. They are elected for 2-year terms, after which, you must take a year off. The terms are staggered so that 3 directors are elected one year and 4 in opposite years.

In 2019 who are the existing members who will remain?

The current board is shown below with those who are terming out marked in the last column:

Director	Term Expires this year?
Dick Bacigalupi	
Sebastien Belanger	
Jaye Eldridge	√
John Finston	√
Jeff Frankel	
David MacAfee	√
Lauren Picciani	

For letters to the Board or to report needed repairs, use this contact information:
Darrell Foss, Association Manager, Common Interest Management Services
315 Diablo Road Suite 221, Danville, Ca 94526, (925) 743-3080 ext. 255, (925) 743-3084 fax



How many meetings does the board have? How often?

The board normally meets once a month on the third Tuesday. Usually an executive session is held from 7pm to 7:30pm followed by an open meeting from 7:30pm to adjournment which usually around 8:45pm. Occasionally, a special meeting is required – these are usually executive sessions. If you are traveling, or on vacation you can miss a meeting or two during the year. Also, you can call into meetings.

Most meetings include our Community Manager, Darrell Foss (Darrell starts in October) who keeps the meetings on track and operating in the legally prescribed manner.

Are these specific roles for various board members?

The Board elects its own officers at their first meeting – see the list above regarding the current board..

How does voting for Board members work?

Voting for board members is by secret ballot written administered by the Director of Elections appointed by the Board. In most years, this is our professional Community Manager. (Please refer to the BBTA Bylaws for specifics). All resident homeowners in good standing and who have not just finished a term on the board may run.

How do jobs / tasks get apportioned?

In addition to the officer roles, the Board operates several committees. Committees are often chaired board members but are sometimes chaired by other members. Appointment is by agreement among the board members

What else do I need to know about being on the BBTA Board?

All prospective board members should read through and be familiar the Association’s Governing Documents. They are all posted here:

<http://ballena.net> and click the Governing Documents link.

Management

Darrell Foss , Association Manager, Common Interest Management Services 315 Diablo Road, Danville, Ca 94526, (925) 743-3080 ext. 255, (925) 743-3084 fax, dfoss@commoninterest.com
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Board of Directors

Member	Office	Committee	E-Mail	Phone
Dick Bacigalupi	Vice President	Waterside	dickbacigalupi@hotmail.com	521.2426
Sebastien Belanger		Landscape	sebastienbelanger@me.com	610-0648
Jaye Eldridge		Architectural	jaye.eldridge@gmail.com	213-0868
John Finston	Treasurer		john@finston.net	428.1368
Jeff Frankel	President	Landside	jfrankel@pacbell.net	769-6097
David MacAfee		Community Preparedness	david.macafee@gmail.com	473.2838
Lauren Picciani	Secretary		laurens128@yahoo.com	227-5435

Upcoming Calendar

Meetings are held at the Ballena Bay Yacht Club with Executive sessions at 6:30pm or 7:00pm and Regular Board meetings at 7:30pm

October Meetings	October 15, 2019
November Meetings	May move to 2 nd . Tuesday
December Meetings	May move to 2 nd . Tuesday

BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Executive Session

6:00 P.M. October 15, 2019

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, including Legal Consultation Concerning: Members' Use of Common Area Dock System, and Director Disclosure Letter
 - 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 §4935](#), 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 §5705\(c\)](#).

BALLENA BAY TOWNHOUSE ASSOCIATION NO. 1

Board of Directors Meeting

7:30 pm, Tuesday, October 15, 2019

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.

- A. Approval of Previous Meeting Minutes
 - 1. Regular & Executive

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
- B. Review Collection Actions

4. **Management Report/Action Items**

5. **Committee Reports**

- A. Landside Committee Report
- B. Architectural Committee Report – Architectural Applications
- C. Landscaping Committee Report
- D. Waterside Committee Report
- E. Neighborhood Communications Committee Report
- F. Community Preparedness Committee Report

6. **Other Business**

- A. As needed

7. **Adjourn** 8:30 p.m.

Next Meeting Date & Location – Tuesday May 21, 2019, Ballena Bay Yacht Club, 1150 Ballena Blvd, Alameda.