
BALBOA PENINSULA POINT ASSOCIATION GUIDEBOOK

JULY 2016



© 2016 Balboa Peninsula Point Association

TABLE OF CONTENTS

BALBOA PENINSULA POINT ASSOCIATION GUIDEBOOK..... 1

TABLE OF CONTENTS 2

2016 BPPA BOARD OF DIRECTORS..... 3

PRESIDENT..... 4

VICE-PRESIDENT 6

SECRETARY 7

TREASURER 8

MEMBERSHIP 10

POINTER 11

BAY BEACH - RESERVATIONS..... 12

BAY BEACH - BOAT RAMP..... 14

BPPA LINES AND FLOAT 15

CITY COUNCIL LIAISON 17

PUBLIC WORKS..... 18

POLICE & TRAFFIC..... 19

HOSPITALITY 20

REPRESENTATIVE TO THE BALBOA VILLAGE ADVISORY COMMITTEE (BVAC)..... 21

AIRPORT UPDATE 22

FOUNDATION LIAISON..... 23

COMMUNITY EMERGENCY RESPONSE TEAM REP (CERT) 24

WEBMASTER 25

SCHEDULE “ A” BAY BEACH RULES 26

SCHEDULE “B” - JULY 4 PARADE DIRECTOR RESPONSIBILITIES 27

..... 34

SCHEDULE “C” - WEBMASTER DETAILS 34

BRICK SALE AT BAY BEACH 36

FOUNDATION SOLICITATION FOR SECURITY..... 38

KEY DATES 39

2016 BPPA BOARD OF DIRECTORS

President	Lou Enriquez	949-524-5558	loubeer@aol.com
Vice President	Mark Johnson	626-255-1309	markjohnson555@me.com
Secretary	Andy Sachar	949-673-6928	asachar@mac.com
Treasurer	Ed Lobel	949-675-1590	coastal_eddy@yahoo.com
Membership	Angela Caliger	714-396-1886	acaliger@icloud.com
Pointer	Debbie Collins	949-463-6254	debsil@aol.com
BarbequeMgt.	Max Johnson	949-330-3695	maxhjohnson@mac.com
Boat Ramp	Tom Swift	714-401-7547	tomswift59@gmail.com
BVAC Liaison	Gloria Oakes	949-878-8586	gloriaswims@gmail.com
City Cncl. Liaison	Jeff Dole	214-543-7236	jeffsdole@gmail.com
Public Works	Dennis Borowsky	949-922-6506	dennisborowsky@yahoo.com
Police & Traffic	Terry Andrus	714-679-7362	tjandrus@roadrunner.com
Hospitality	Kathy Brown	714-345-6033	thebrown5@aol.com
BVAC Report	Gloria Oakes	949-878-8586	gloriaswims@gmail.com
Airport Update	Kay Mortenson	949-675-7508	kay@hausof.com
Foundation Liaison	Ken Drellishak	949-723-9095	kdrellishak@gmail.com
CERT Rep.	Kathie Malcolm	949-673-4390	kathie110@gmail.com
WebMaster	Bob Yant	949-673-8474	byant@aol.com

PRESIDENT

SERVE AS THE CHIEF EXECUTIVE OFFICER OF THE NON-PROFIT CORPORATION, SUBJECT TO THE CONTROL OF THE BOARD OF DIRECTORS

- Adhere to and is guided by the bylaws of the Balboa Peninsula Point Association and performs duties that may be prescribed from time to time by the Board of Directors
- Coordinate, direct and supervise the activities of Board of Director members
- Is an ex officio member of all committees of the BPPA, except the nominating committee
- Has the power to appoint the Chairmen of a Committee, subject to Board approval
- Produce an agenda and conducts monthly Board of Director Meetings and other member meetings; Coordinates with the Secretary to produce minutes of each meeting
- In concert with the Treasurer, closely supervise all financial transactions of the BPPA, including monthly financial reports and annual Federal and State tax returns
- Act as the representative or appoints committee chairs to represent the BPPA with community groups and legislative bodies (federal, state, county and city) as warranted
- Work with existing and past Board of Director members to have a succession and mentoring plan for the next Board of Director term and to identify and recruit potential new Board members

OTHER

- Maintain combinations, codes and/or keys to:
 - The off-site storage unit.
 - Bay Beach gate, barbeque and storage sheds.
 - P.O. Box 826 at the Balboa Post Office (mail picked-up by President and Treasurer).

ACCESS

- BPPA Website: www.bppa-nb.com
 - Username: balboa
 - Password: 1255 or 0416
- Public Storage - Key held by President - Lou Enriquez
 - 2065 Placentia Ave.
 - Costa Mesa
 - #C-39
- PO Box – Key held by President - Lou Enriquez
- Bay Beach
 - Current Combination to bay beach gate- 2345
 - Current Combination to bay beach BBQ -2032; Side burner – 2032
 - Current Combination to bay beach shed – 4321

VICE-PRESIDENT

ASSIST WITH THE DUTIES OF THE PRESIDENT AS DIRECTED BY THE PRESIDENT

The Vice-President shall perform all duties and exercise all powers of the President when the President is absent or is otherwise unable to act, subject to all of the restrictions upon the president. The Vice-President shall perform such other duties as may be prescribed from time to time by the Board of Directors. The Vice-President shall be President-Elect and shall at the next annual meeting of the members continue as a Director and assume the office of the President.

Separate from the Bylaw duties, it has been suggested that Vice-President duties include serving as the liaison between the BPPA and Peninsula Point Racquet Club and responsibility for having the clubhouse open and prepared for each BPPA meeting.

Additional responsibilities included as a part of the 2016 board include:

- Maintain and update list of duties and responsibilities of board member positions
- Interact with webmaster regarding posting relevant information on the BPPA web-site

Other ideas:

Make master calendar

Welcome new residents

Announce new members/residences in the Pointer

SECRETARY

The Secretary is responsible for taking the minutes at regularly scheduled monthly meetings, typing the minutes and submitting them to the Board for Approval. The position is also responsible for filing correspondence to and from the BPPA. *These notes and expectations were found in the archives. Need to confirm with current Secretary.*

THE FISCAL YEAR RUNS FROM MAY 1ST TO APR 30.

MANAGE THE FINANCIAL AFFAIRS OF THE BPPA

- Deposit membership fees
- Pay vendors and miscellaneous invoices
 - Utility bills
 - BPPA pays for Bay Beach electricity, as well as for water service to the water fountain and shower at the Bay Beach. BPPA also pays for water service to 900 E. Balboa Blvd.
 - Miscellaneous - There are no other city bills but there are some small, irregularly-recurring upkeep bills, such as refilling the BBQ propane tanks, purchasing new grilling equipment, buying cleaning supplies, etc.
 - Property taxes – In 2015, BPPA paid \$60.34 in property taxes to the County for BPPA's "possessory interest" in the Bay Beach, Ramp & Float.
 - Insurance premiums
 - The BPPA has a \$2,000,000 commercial general liability and Directors' and Officers' policy with **Atain Specialty Insurance**. Among the specifically covered events in the general liability policy are:
 - Easter Egg Hunt
 - Fourth of July Parade
 - Tuesday Night Pot Lucks
 - Chili Cook-Off
 - The policy also provides additional coverage for a bathing beach and a boat ramp. The general liability deductible is \$500. The underwriting agent for the policy is:

Armstrong/Robitaille/Riegle
830 Roosevelt, Suite 200, Irvine, CA 92620
Tel. (949) 487-6131
The 12-month premium for our insurance is \$5,074.00
The policy number for the commercial liability policy is **CIP 208543**

- The D&O coverage has a separate policy number: **CAP 015336-0213**
- Reimburse BPPA directors for capital advances.
- Record all receipts and disbursements that have occurred.
- Interact with a CPA to file state and federal tax returns.
 - BPPA's tax accountant is David Shomaker, CPA
 - Haynie & Company
 - 4910 Campus Dr., Newport Beach, CA 92660.
 - Tel. (949) 724-1880
 - David's cell number is (714) 328-0220
- Present Treasurer related documentation to the board on a monthly basis

MONITOR THE BPPA POST OFFICE BOX ON A WEEKLY BASIS

- PO Box is located at:
 - Our P.O. box is located in the small post office in downtown Balboa, on Main Street. BPPA's mailing address is:
P.O. Box 826
Balboa, CA 92661
 - There are two keys – one held by the Treasurer, one by the President

File quarterly payroll tax statements with the state and federal.

Prepare a budget for the upcoming year's income and expenditures.

Obtain a new signature card as necessary so that the new board can sign checks.

In June, send information for income tax return to the accounting firm, must be completed and forwarded to the IRS before the September deadline.

MEMBERSHIP

[Waiting for Angela Caliger]

DEVELOP AND PUBLISH AN ON-LINE NEWSLETTER ON A PERIODIC BASIS

- Contents may include:
 - Notifications from board members and others regarding:
 - The city
 - The airport
 - The foundation
 - Etc.
 - Social Events occurring on the Peninsula
 - Rules, policies or positions as established from time to time by the BPPA
 - Anything that the board deems relevant to be published on behalf of the BPPA

BAY BEACH - RESERVATIONS

MANAGE THE RESERVATION POLICIES AND PRACTICES RELATING TO THE PENINSULA POINT BAY BEACH

- Take reservations from community members who would like to use the area for an event/gathering
 - Reference the rules for any clarification & confirmation that all members who request to reserve to use the beach **CLEARLY** understand the rules set forth by the B.P.P.A
 - As stated in the rules, there is a **REQUIRED** \$25 reservation fee
 - The fee shall be dropped off in an enclosed envelope inside the current board member's mailbox at their Peninsula Point residence
 - Enforce the rules clearly & effectively, although should not have to act as a "cop" if any resident is **NOT** following the stated rules
 - Deny any resident's request to reserve the Bay Beach in the future **IF** that resident has **NOT** followed the rules in the past or has taken advantage of the privilege of using the private area
- Property Maintenance
 - **ONCE a year:** sweep all concrete surfaces, use the rake to clean the beach, & hose down all surfaces, ropes & patio furniture.
 - **ONCE a year:** request the BBQ be (professionally) cleaned by O.C B.B.Q
 - **ONCE a year:** observe & note any repairs that are needed & see that they are completed
 - Also, if any equipment, tools, or pieces of furniture need to be replaced, to do so by approval of the entire board
 - Water the surrounding plants, trees, & flowers when needed
- Ensure the TWO sprinkler timers are properly working AND set only to the days that the city allows for watering (drought restrictions...there are currently only two days allowed - Wednesday & Sunday) - refer to the city's website for current days allowed for watering...restrictions also change during the seasons
- Ensure the patio & surrounding area is kept clean & maintained properly

Key Events:

- Pot lucks
- Annual Lifeguard appreciation dinner
- Annual Membership Social

Key Dates: see chapter – Key Dates

Other:

- Combination for locks
 - Sheds: **4321**
 - BBQ: **2032**
 - Where to find keys
 - The newer locks to the Bay Beach have both reset keys & unlocking keys...I currently am holding onto them until we as an association can decide an appropriate designated area to place them in
 - Source for doggie bags
 - I would be willing to fulfill this duty, as long as it doesn't require every other week's attention...& I would suggest placing this (permanently) under the Bay Beach position's obligations
 - Rules creation and management – See **Schedule "A"**
 - Rules posting
 - The Bay Beach rules shall be posted on the Association's website as well as in the newsletter (The Pointer) & membership booklet

BAY BEACH - BOAT RAMP

MAINTAIN THE BAY BEACH AND BOAT RAMP AREAS

Yearly Maintenance

- Paint hose house, winch box, hand rails on ramp and dock, bench on beach, beach box and all other items.
- Varnish Patio furniture and bench every 4-5 months
- Paint the swim float
- Check tool shed for scraper, broom, rake, etc. Replace if needed
- In May, have a clean-up and paint session.
 - Clean sand, pull weeds, trim shrubs
 - Paint pier and ramp rails, paint dock
 - Check out winch, it needs soil

Other Maintenance

- Paint flag pole every 3 years
- Paint wrought iron fence every 2-3 years

Summer schedule

- Launch swim float by June 15, and have all swim lines put in place
 - Ed Cusby
 - Jim Whitehead
 - Tom Swift
 - Pool Supply on 17th St. Costa Mesa
- Water flowers, palm trees and other plants every M-W-F morning
- Sweep concrete area every M-W-F morning and wash down entire area following sweeping
- Get umbrellas from beach box and install them on beach and table (assistant will do on Saturday and Sunday)
- Put umbrellas away every night
- Hire ramp attendant to work every Saturday and Sunday and holidays commencing June 15 to Sep 19. Attendant also usually works Memorial Day weekend
 - 9am to 5:30pm
- Monitor ramp and beach all year and determine if repairs are needed.
- Pull swim float and lines out of the water Sept 10. Clean float and lines of all marine growth and stow in area near winch box
- Hoist American, California and BPPA flags every morning
- Ramp keys are to be switched out each June

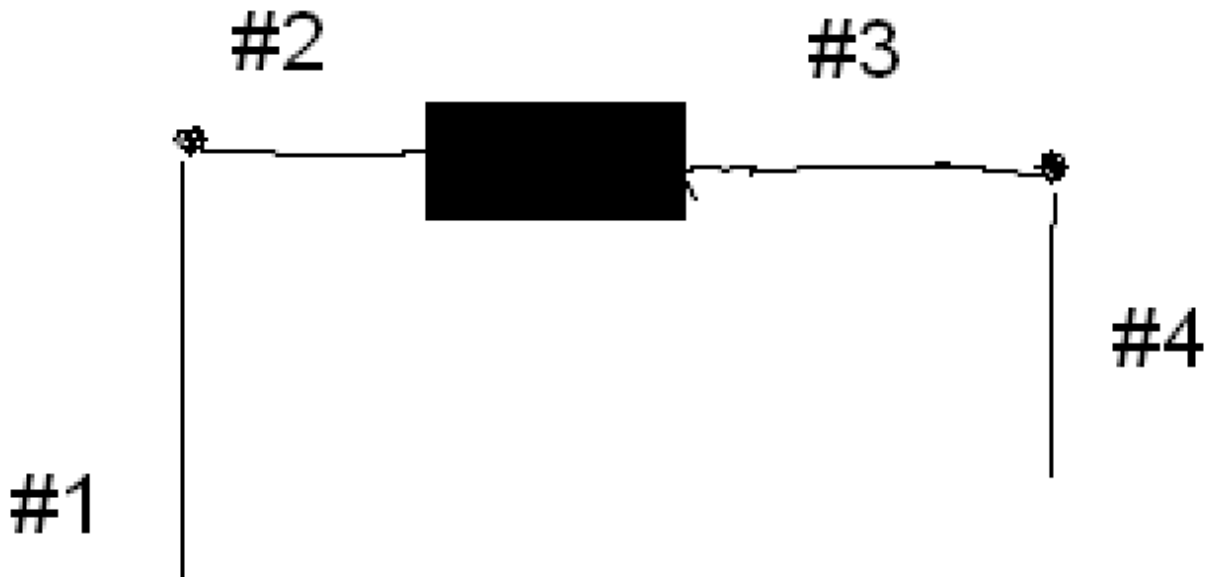
BPPA LINES AND FLOAT

things to remember and bring

5/3/08

Lines

- After lines have been cleaned, lay them out to sort by length. Put out 3 lines before float.
- Clockwise from ramp:
 - #1 – Longest
 - #2 – Shortest
 - #3 – 2nd shortest
 - #4 – 3rd shortest



- #1 – Put out after float is in place, connecting shackle to buoy first.
- #2 + #3 – Join with a short length of line where float will be.
- #4 – Connect to buoy first. On the free end, tie another length of line with a weight on it (brick in a sandbag or small anchor) and

throw the weighted end on the beach. Lay on sand, lean over seawall, stretch line taut and connect shackle.

Float

- Put ladder on before launching. Secure supports with chains. Hold up folding steps with bungee until float is in place.
- When bringing float in, leave lines #1 and #2 attached for securing it to dock. Remove screws from ladder sockets using cordless drill. Remove ladder before pulling float ashore.
- Need to bring: Crescent wrench, cordless reversible drill with Phillips bit, short bungee

CITY COUNCIL LIAISON

DEVELOP AND MAINTAIN RELATIONSHIP BETWEEN BPPA AND NEWPORT BEACH CITY COUNCIL

- Attend [monthly] meetings to represent BPPA
- Report findings and/or actions at monthly BPPA Board meetings
- Key Date:
 - XXX of each month, from YYY pm at ZZZ

PUBLIC WORKS

SERVE AS LIAISON TO THE PUBLIC WORKS AND PARKS AND RECREATION WITH CITY OF NEWPORT BEACH

- Establish working relationship with appropriate City officials
- Stay informed regarding public projects within the local community
 - Relay pertinent information to BPPA Board
- Interact with Mayor, Council-members and/or City Manager regarding ongoing projects affecting the Balboa Peninsula
- Coordinate necessary licenses and permits for local BPPA projects, including Fourth of July Parade and Easter Egg Hunt
- Coordinate with City for local park and beach enhancement projects
- Attend Town Hall meetings, City Council and/or Planning Commission hearings where projects applicable to the Balboa Peninsula Point are pending

POLICE & TRAFFIC

HOSPITALITY

HOSPITALITY PROVIDES A COORDINATED SOCIAL CALENDAR FOR THE BPPA'S MEMBERS

- BPPA “Sponsors” 6 main events per year:
 - Kick off to Summer Social
 - 4th of July Parade
 - End of Summer Social
 - Chili Cook Off
 - Christmas Boat Parade Social
 - Easter Egg Hunt

- Dates for Key Events:
 - May Kick Off to Summer Social and Membership Drive
 - Jun-Sep Friday Night Bay Beach BBQ and Pot Luck
 - Jul 4th of July Parade and Hot Dog Picnic
 - Sep End of Summer Social and Appreciation BBQ (Lifeguards and Fire)
 - Oct Chili Cook Off
 - Dec Christmas Boat Parade Social
 - Apr Easter Egg Hunt

- *Fourth of July Permits (Dennis Borowsky to assist and/or take over for Ken Drellishak)*
- *Chili Cook Off – Alison Ryffel*
- *Easter Egg Hunt - Sarah Donovan*

Additional notes are provided under **Schedule “B”**.

REPRESENTATIVE TO THE BALBOA VILLAGE ADVISORY COMMITTEE (BVAC)

DEVELOP AND MAINTAIN RELATIONSHIP BETWEEN BPPA AND BVAC

- Attend monthly BVAC meetings to represent BPPA
- Report findings and/or actions at monthly BPPA Board meetings
- Key Date:
 - 2nd Wednesday of each month, 4-5:30 pm at Marina Park

AIRPORT UPDATE

Serve as the primary liaison between BPPA and the airport.

Attend aviation meetings at City Hall and report to BPPA on current airport activity and issues.

Be a proactive advocate for airport noise reduction.

FOUNDATION LIAISON

DEVELOP AND MAINTAIN RELATIONSHIP BETWEEN BPPA AND THE FOUNDATION

- The Community Foundation of Balboa Peninsula Point (CFBPP) was formed in 2006 as vehicle for promoting quality-of-life programs for residents of Peninsula Point and it's environs. It is a 501(c)(3) Charitable Foundation with all contributions being tax deductible in accordance with IRS rules. Foundation fund raising is primarily from twice yearly mailings to all addresses from Main Street to the end of Peninsula Point.
- The Foundation works in coordination with BPPA on projects of mutual interest and provides a source of tax advantaged funds for projects beyond the scope of the BPPA charter. A representative list of some previous projects includes:
 - E. Balboa Blvd Traffic Study
 - Funding of Tot Lot at Miramar and E. Balboa Blvd.
 - Funding of I St. island landscaping
 - Two public art works in Balboa Village
 - Funding of the PP Summer Security Patrol Program
- The Foundation Liaison position responsibilities include:
 - Keep BPPA advised of Foundation activities
 - Develop BPPA/Foundation joint projects and plans
 - Offer Foundation financial support for joint projects
 - Solicit BPPA support for Foundation projects

COMMUNITY EMERGENCY RESPONSE TEAM REP (CERT)

EDUCATE PENINSULA POINT RESIDENTS ON THE IMPORTANCE OF PREPARING FOR AN EMERGENCY AND/OR DISASTER, SUCH AS EARTHQUAKE, TSUNAMI, ETC.

- Encourage residents to attend the free CERT classes presented by the fire department. Schedule of classes are at the CERT tab on the BPPA web-site.
- Work with other CERT trained individuals to establish a disaster plan for the Peninsula Point. This plan will include setting up Command Post(s) and obtaining essential emergency supplies at those selected areas. In addition, we will organize block captains to assist during an emergency. The block captains duties will include checking their assigned blocks for injuries, major building damage, fire, etc., then communicating that information to the Command Post in their area.
- Be prepared to communicate via Ham Radio from the Command Post to the Newport Beach Emergency Operation Center the status of the situation i.e., all ok, no rush to respond, major injury, location, fire, etc. We will practice this communication at the Citywide Neighborhood drills.
- Key Dates:
 - Citywide Drill, Saturday May 14, 9:00am – 12:00 noon
 - Other important dates: CERT class schedules, Ham Radio Class, etc., can be found at the CERT tab on the BPPA web-site.

Are these listed on the web-site?

WEBMASTER

DESIGN AND MANAGE THE CONTENT OF THE BPPA WEBSITE AS DIRECTED BY THE BPPA BOARD OF DIRECTORS

- The major tasks for the webmaster position are
 - sending out email blasts
 - maintaining the members email address list
 - responding to emails from members and prospective members plus
 - maintaining the BPPA website

For additional information on the execution of the above, see **Schedule “C”**.

rev. 160416

PLEASE BE RESPECTFUL OF THE COMMUNITY AND THOUGHTFUL OF THOSE WHO SHARE THE BEACH WITH YOU. WE ARE VERY FORTUNATE TO HAVE THE USE OF THE BAY BEACH. PLEASE REMEMBER THAT USE OF THIS FACILITY IS A PRIVILEGE, NOT A RIGHT.

- 1) Bay beach use rules shall follow the same rules as City of Newport Beach municipal code Chp 11 recreational activities.
- 2) Hours: Closed 10:00 pm to 6:00 am MC 11.08.030
- 3) Beach area shall be cleaned and dining area shall be swept and/or hosed off. Bring your own 32 gallon trash bags and place all trash in the trash cans provided. Clean-up must be done at the end of your party, not the next day.
- 4) No dogs are allowed.
- 5) No private reservations on Friday nights from 5:00 -10:00 pm. BBQ shall be open to all members on Friday nights.
- 6) No Holiday Reservations. BBQ area is open to all members on holidays.
- 7) Reservations shall only apply to the BBQ and concrete area from entry gate to the east. The dining table west of the entry gate and all sand and adjacent beach tables are not subject to reservation. Let reservations know if you are open to other people joining you or if you have a private function.
- 8) Members may only have one reservation on the books at a time.
- 9) Members must make reservations 48 hours in advance. If there are no reservations on the books and you want to have a spontaneous BBQ, please call the Board Member designated to have the propane unlocked. The BBQ will be open to all members that show up. To have BBQ unlocked you must designate a member to be responsible for cleanup.
- 10) Parties:
 - Adult member must be present at all times.
 - Adult supervision of all children must be provided at all times.
 - A \$25.00 fee is required.
 - Reservations for parties over 25 people are not allowed. The following areas are not available for reservation and shall remain available for other BPPA member use: (i) the dining table to the left of the gate, (ii) the 2 chairs adjacent to the flag pole, (iii) the beach area, including 2 concrete tables.
 - No Porta-Potties shall be allowed.
 - No Bounce Houses, Trampolines, Water Slides, etc. See muni code 11.08.010
 - No Bands and amplified noise: City permit required. See muni code 11.03.020. For permit info see muni code 11.03.040
- 11) BBQ Rules:
 - Please clean grill after use. A grill brush is provided in the cabinet below. Turn off gas below and cover BBQ after the grill cools off.
 - Place all trash within trash bags and place in trash cans. If trash cans are filled, please remove trash from beach area.

Please straighten furniture and turn off lights before leaving.

SCHEDULE “B” - JULY 4 PARADE DIRECTOR RESPONSIBILITIES

Parade Permits Submittal NLT May 1

City Special Event

City Street Closure

OCHCA Coordination (Bruce Freeman, 714-981-9070, BFreeman@ochca.gov)

Arrange for Marching Band & Sea Scouts (May 15):

Scouts, Mike Stewart (949-500-6249). Dock at Joan Bernard(949-675-0375).

Band, Mike Sharp (714-612-6190(cell) or 714-964-6188(home)). \$450 cash on day of event.

Reserve 2 parking spaces at Mary Espenschied night before.

Coordinate RACQUETS (Amy Molloy)

Coordinate Traffic Control with Bill Mathies (949-675-7564)

Reserve Fire Engine (May 15) and Police Car (May 15)

Identify 3 Banner Girls Carry Banner to Lead Parade and 2 Boys to Hold Bar to protect band

Night Before:

Get bull horn, stapler, banner and rods from Public Storage

Set up band parking spot

Day of Event:

Be there NLT 10:00am to set up Parade separators and assure Fire Permit compliance

Position Banner Girls, Sea Scouts, Fire Engine, band, RACQUETS, bar holders, Paraders, Police

Get names of Fire and Police participants for thank you letters

10:45 am bull horn announcement to get parade participants ready

Start at 11:00am with bull horn announcement and whistle blow

Pace parade with pause at M St. Park for “God Bless America”

Resume with whistle blow and return to L St. Park at 11:30am

Day After:

Write thank you letters to Nbfd, NBPD, Sea Scouts (with \$100.00 check)

BPPA 4th of July Parade
Intersection Monitors Coordination
Updated 2016

Pre-Parade Activity

- Monitor Coordinator will coordinate with the city the delivery of city equipment needed to control parade flow and block off applicable intersections and alleys (see attached sample letter)
 - Vests for monitors, barricades, delineators, trash cans
- Monitor Coordinator will work with Parade Coordinator on designating volunteers to assist Coordinator to distribute city owned equipment to appropriate intersections
- Monitor Coordinator will recruit 21 volunteers (19 locations plus 2 alternates) to act as Intersection Monitors for the duration of the parade

Parade Day Activity(after barricades have been distributed)

- Card table will be set up at west end of L street park at 10:00 am with the parade route map, monitor designations and the box of vests for the Monitors
- Monitor volunteers gather between 10:15 am and 10:30 am at the table to receive assignments, pick up their vests, get instructions and take a group photo
 - Coordinate photo with parade photographer
- Monitor volunteers disperse to their assigned locations at 10:45 am to block off traffic and the parade begins at 11:00
- Monitor volunteers reopen streets along the parade routes once the parade is completed (except around L street park) and return their vests to the monitor coordinator.
- Coordinator to arrange volunteers (and a truck) to gather road signs and bring back to L street park (city will pick up)

Post-Parade Activity

- Ensure that the city equipment is appropriately returned to the City and that contact person is signed off on receipt
- Photographer provides Monitor Coordinator with group photo
- Coordinator sends thank you letter/email to the volunteers with a copy of the group photo

JULY 4 - Suggested improvements for 2016 from Bill Mathies

1. City requests that all equipment needed for the parade be dropped off at one location and distribution handled by our volunteers. [where?]

City staff is really pressed for time around this holiday and therefore are challenged to continue to handle distribution and multiple location pick up.

To Do: Request letter to city regarding equipment needs to specify when and where. Volunteers will be needed to distribute the barricades before the parade and collect them after the parade

2. Disposable trash cans need to be added to equipment request

To Do: Request letter to City needs to be edited.[who has past letter]

3. Additional barricades are needed to ensure no breaches to parade route; the alley at L (we only block off the Alley at I) and Miramar and M (we only block off M and Ocean) need to be added

To Do: Need to revisit parade route and ensure that all intersections that are effected by route are barricaded and monitored.

4. Need to revisit all of the collaterals; public notices and permit documents, to ensure that most recent changes are reflected

To Do: Need to have a planning meeting prior to permit submittal to ensure all documents are aligned; permit, monitors and public notices

5. Need more volunteers (and a truck) to monitor extra barricade locations and to assist in deployment and retrieval of barricades.

To Do: Need to alter the monitor assignment list, get new headcount, recruit as needed and ensure that the City provides enough vests for the increased number of volunteers

Notes from 7/4/16 event - The city is dropping off the remaining equipment (barricades, delineators and trash cans) tomorrow at 9 am. I plan on meeting them. I will then staple the road closed signs onto the barricades (with the help of Steve Gainey) so they will be ready for distribution up on Saturday am.

Dennis, Steve is going to help us Saturday as well so with the extra hands we ought to be able to quickly load Randy's truck and then distribute the barricades to the appropriate corners.

Dennis, Late on July 3, I will set up pylons in front of 1734 Plaza del Norte (Mary Espenscheid's house) asking her to save 2 parking spaces for the band on the morning of July 4 (she has already agreed). I don't think we need to do anything about TK Burger since they will be situated within our street closure area and adjacent to the sidewalk where no cars can park. They will not be blocking emergency traffic flow
Ken

Ken, let's summarize a complete list of permits, required approvals, participants, expenses, etc. so I can be organized going into next year's parade. I don't want to miss anything or have any last minute surprises.

Ken and Kathy,

Good morning. Please see the attached Permit Conditions for the 4th of July Parade. I will print a copy and you may want to do the same.

Ken, let's summarize a complete list of permits, required approvals, participants, expenses, etc. so I can be organized going into next year's parade. I don't want to miss anything or have any last minute surprises.

Thanks.

Dennis.

SAMPLE



CITY OF NEWPORT BEACH
100 Civic Center Drive
Newport Beach, California 92660
949-644-3151 | 949-644-3155 FAX
newportbeachca.gov

Permittee: Balboa Peninsula Point Association
c/o Dennis Borowsky
P.O. Box 826
Balboa, CA 92661

Event Number: 16-106
Level 1/\$452-Res.

Title of Event: BPPA July 4 Parade & Picnic
Location: L Street Park to M Street (Round Trip)
Date(s): Monday, July 4, 2016
Times: 9:00am to 12:00noon
Attendance: 300

The above referenced Special Event Permit is authorized at the location(s), date(s) and times indicated ONLY. Approval is contingent on compliance with the following conditions:

Event Date Conditions

1. All vehicles shall be lawfully parked. No fire lane exemption.
2. Hire/coordinate with MOD staff to provide traffic control equipment per approved plan. Contact Anthony Petrarca in MOD at 949-644-3082 to make arrangements for equipment rental. (applicant is responsible for set-up/take down of traffic control equipment)
3. No vehicles driven onto turf, beach, or oceanfront sidewalk.
4. Participants shall comply with all vehicle code requirements. Participants shall not interfere with vehicular or pedestrian traffic.
5. No exclusive use of public parking areas.
6. **All streets and alleys along the parade route shall be monitored by resident volunteers and opened if emergency vehicle access is needed.**
7. No posting of promotional signs permitted on any portion of public property, including trees, utility poles, street signs, etc. unless otherwise approved by the Public Works Department.
8. Activities shall not create a pedestrian or traffic hazard. No exclusive use of Public parking areas. Prevent crowds from standing in streets and from blocking sidewalks. Prevent spectators from entering the parade route during the event.
9. No paint or other permanent markings are permitted on pavement or sidewalks.
10. Event organizers shall contact all affected residences of parade routes and street closures. Roadway shall be opened immediately following the event. Event staff shall lead and follow the event to ensure the safety of the participants. Permittee shall provide a responsible adult volunteer for traffic control before and during the event.
11. Do not block entrances or exits from any building. Do not block Fire Department access to any fire suppression equipment. Maintain emergency vehicle access around island.
12. Any sound amplification or noise associated with this special event activity is controlled by Newport Beach Municipal Code Sections 10.26, 10.28, and 10.32. You should be aware if complaints are received relative to any noise generation you may be told to either lower or to eliminate any noise associated with your activity by the Police Department, Code Enforcement or Park Patrol Officer.
13. Obey all City, County and State regulations.

Recreation & Senior Services Department

City of Newport Beach

Newport Beach Police Dispatch **SEP 16-106** Public Works Department
 Phone: 949-644-3717 Phone: 949-644-3311 Fax: 949-644-3318

APPLICATION FOR TEMPORARY STREET / SIDEWALK USE OR DUMPSTER PLACEMENT
 City of Newport Beach Municipal Code 12.82.010 Permit for Temporary Street Closure

APPLICANT INFORMATION

Name: DENNIS BORCOWSKY
 Company Name: BALBOA PENINSULA POINT ASSOC. (BPPA) City of Newport Beach Business License No. _____
 Address: P.O. BOX 806
 City/Zip: BALBOA, CA 92661 Phone: 949-922-6506 email: DENNIS.BORCOWSKY@YAHOO.COM

Exact Location of Encroachment: BALBOA PENINSULA POINT (L. ST. TO M ST. PARKS)
 (Use street address or approximate number of feet from nearest intersection)

Reason for Encroachment: JULY 4 PARADE & PICNIC.

Franchised Hauler or Dumpster Company Name: N/A Size: _____

Date Use to Begin: MON, 7/4/16 Date Use to End: 7/4/16
 (Maximum 14 Days) Time of Closure: 9 AM to NOON

DIAGRAM LOCATION OF ENCROACHMENT BELOW: Newport Beach Police Department (949) 644-3717

SEE ATTACHED TRAFFIC CONTROL PLAN

- Refer to Special Event Permit SEP16-106 for additional conditions.
- Post Temporary No Parking signs along the parade route 72 hours prior to event. Contact police Department Dispatch at 949-644-3717 to verify posting.

*A copy of this permit must be visible on the dash of each vehicle authorized to park in reserved parking spots.
 The applicant is responsible for notifying Police Dispatch of any road closure, detour, or reserved parking.
 See reverse side of this permit for regulations covering use of this permit.*

ADDITIONAL CONDITIONS OF APPROVAL FOR THIS PERMIT ARE AS FOLLOWS:
ALL CLOSURE LOCATIONS TO BE STAFFED BY BPPA VOLUNTEERS TO DIRECT TRAFFIC. RESIDENT NOTIFICATIONS VIA BPPA NEWSLETTER, BPPA WEBS, TC/EMAIL AND FLYERS DELIVERED PRIOR TO EVENT.

CITY RESERVES THE RIGHT TO REVOKE OR MODIFY CONDITIONS AT ANY TIME

I, (Permittee) hereby certify the information provided is true and correct, and I agree to comply with the terms and conditions on the front and back of this permit. Permittee guarantees to indemnify and hold the City of Newport Beach harmless against any claims, liability, or judgments for damages arising out of permittee's activities.

X [Signature] Date: 4/29/16

Reviewed by: _____ Date: _____
 Approved by: SC Date: 6/29/16
 Permit Fee: \$ No Fee - SEP Receipt No: _____

For Finance Use Only
SCANNED

BPPA 4th of July Parade

Draft letter to the City of Newport Beach

Current Contact:

John Salazar Field Maintenance Manager

JSalazar@newportbeachca.org

Dear Mr. Ramirez,

The Balboa Peninsula Point Association is again having its annual Independence Day Children's Parade around the L Street/M Street park area on the morning of Monday, July 4th.

As we have done in years past, we would appreciate borrowing the following items from the city:

- 22 day-glow safety vests for our intersection monitors
 - 11 large and 11 extra large
- 19 sandwich board type barricades
- 19 plastic road closed signs to attach to the barricades
- 14 delineator posts
- 4 additional trashcans

As we agreed upon last year, these items can be delivered to the west end of L street park and I will ensure they get appropriately distributed as needed to the applicable intersections etc. Please let me know when it would be most convenient for these items to be delivered and I will coordinate with the BPPA to have a person there to meet you. After the parade is over we will make sure all of the borrowed items are back in the same place by early afternoon on the 4th so that your staff can arrange to pick them up at their convenience.

Please feel free to email me at bmathies59@gmail.com or call me at 949-887-6331 to confirm that this is acceptable and to arrange the date and time that the items will be delivered and picked up.

On behalf of the Balboa Peninsula Point Association, I thank you in advance for your gracious assistance and support of this terrific neighborhood event.

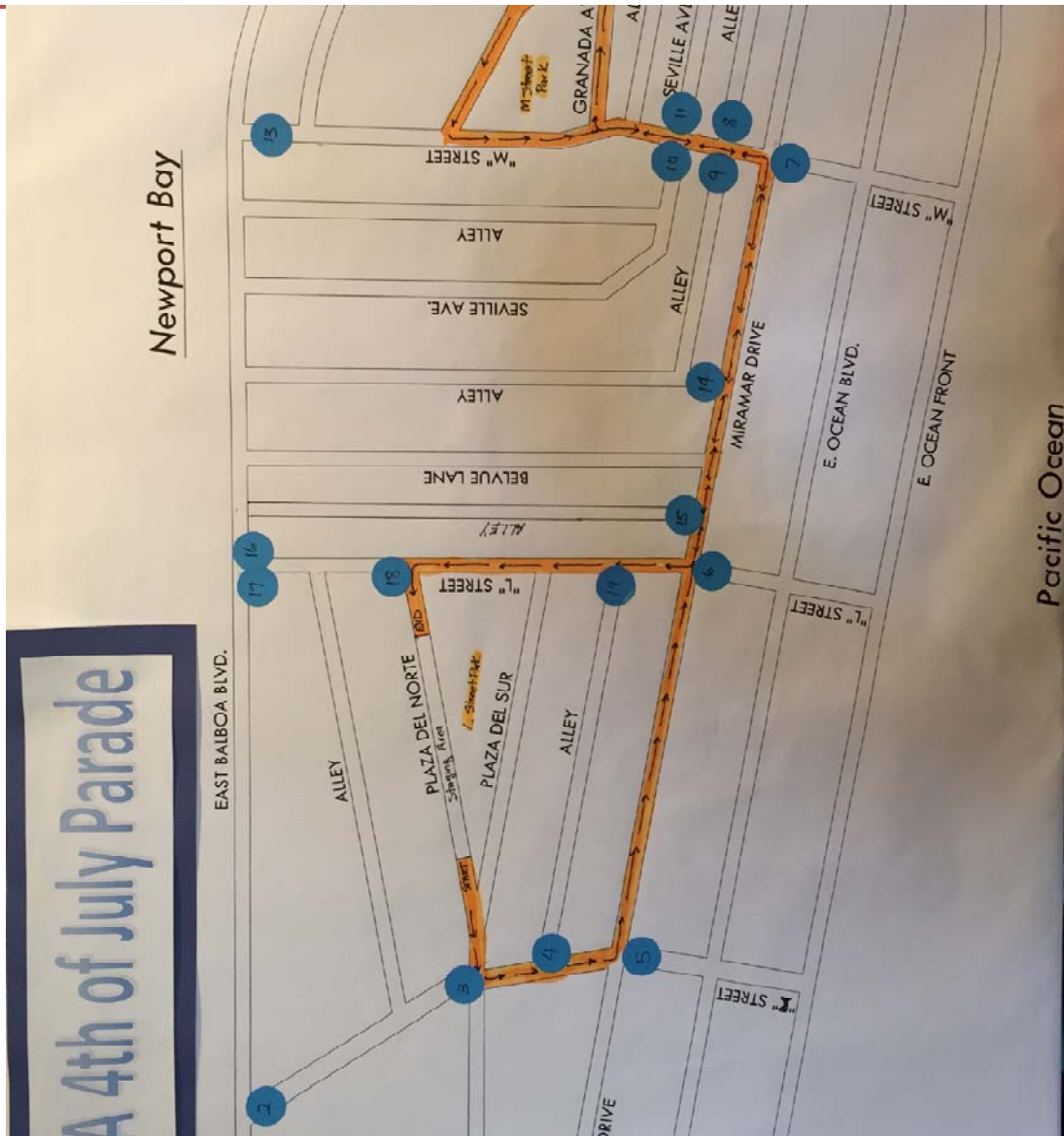
Best regards,

Bill Mathies

BPPA Guidebook 160512

Balboa Peninsula Point Association
 Designation of barricades/road closed signs
 4th of July Parade

Intersection Sign	Reference #	Road Closed
Bottom of Miramar @one-way alley (Keep one-way alley open)	1	yes
Balboa Blvd. & I Street	2	yes
Alley from Miramar @ I Street	3	yes
I Street Alley (between Plaza del Sur/Miramar)	4	yes
Miramar @ I Street	5	yes
Miramar @ L Street	6	yes
Miramar @ M Street	7	yes
M Street @ East Corner Alley	8	yes
M Street @ West Corner Alley	9	yes
M Street @ West Side of Seville	10	yes
M Street @ East Side of Seville	11	yes
Granada @ Channel	12	yes
M Street @ Balboa Blvd.	13	yes
Miramar & Belvue Lane, East Alley	14	yes
Miramar & Belvue Lane, West Alley	15	yes
Balboa Blvd @ L Street	16/17	yes
L Street @ Plaza Del Norte, Corner	18	yes
L Street Alley	19	yes



SCHEDULE “C” – WEBMASTER DETAILS

Sending out an email blast

There are two files for the BPPA membership. One file is a Microsoft Excel file with the person’s first name, and last name and email address. The second file is a Microsoft Word file with the email addresses only with a comma after each email address. The reason for this set up is that Google only allows 60 names per email. Google is trying to avoid an overload of spam. Unfortunately this creates a huge amount of extra work to send out an email blast.

The first step is to ensure that the content of the email blast is correctly formatted and edited. Then create 13 blank email messages. Paste the artwork, etc. into the text field. In order to have a graphic or text show up as a complete document in the text field, most often the file will have to be a .tiff file. Paste the artwork, etc. into the text field of all 13 emails.

Next create text for the subject line and paste the text into the subject line of the 13 email messages.

While doing this, make sure every message is sent to info@bppa-nb.com (the “To” line) and is being sent from info@bppa-nb.com (the “From” line).

Then go to the Microsoft Word file with the email addresses only. Click to the left of the very first email address. Then click twice on the scrollbar on the right hand side of the Microsoft Word file. Hold down the shift key and click to the left of an email address near the bottom of page. This will capture approximately 60 email addresses. Copy the email addresses and paste them into the blind carbon copy (bcc) field of one of the email messages. Now the first email message is ready to be sent. Repeat the email capture process from the Microsoft Word file into the bcc field of all 13 email messages to complete sending out email blast.

With each email blast, several emails will be returned as undeliverable. There is a “Bounced email file” with a running Microsoft Excel file of email addresses that have bounced back. After an email address has been returned seven times from seven separate email blasts, permanently remove that email address from the Microsoft Excel file containing the first name, last name and email addresses. Also remove the email address from the Microsoft Word file containing the email addresses followed by a comma.

Maintaining the members email address list

Every year when the new Directory is published, go through the Directory and check the email addresses against the maintained BPPA email list. Add new members’ email addresses to the existing Microsoft Word file and Microsoft Excel file.

How to insert a new email address

- Put the new first name, last name and email address in the Excel file with names and email addresses
- Put the email address in the Word file of email addresses only. Click to the left of upper most address. Then go to the “Insert” menu and go to “Break” and then “Section Beak (next page)”. Paste address above section line. Put a comma after the pasted email address.

Answering a request for the BPPA website password

Click on the link to the person making the request to create a new blank email and in the subject line type: “BPPA log in information”. In the text field paste:

Hi (persons name),

Here's the BPPA log in information.

Password: 1255 or 0416

Bob Yant (or Webmaster’s name)

Maintaining the BPPA Website

Every month add to the website the agenda for the Board of Directors meeting and the minutes from the previous meeting after they have been approved by the Board of Directors. Also add any Pointers to the BPPA website.

In order to make additions, email the minutes, agendas, and Pointers to Laura Mallory at laura@thewovenweb.com Laura's phone number is 909-732-1245.

The website has been created in a program called WordPress. Supposedly this program is as easy to use as Microsoft Word. To make changes in the website without Laura, here is the rudimentary WordPress information.

To go into the backend of WordPress here is the info.

<http://www.bppa-nb.com/wp-admin/>

username: Mr. BPPA

password: g319yV88zW@)(25

The password is complicated for security reasons, robots love to hack WordPress sites to send out spam. This password would be pretty hard to come up with randomly. I also installed a plugin (Plugins are like little programs) that locks you out if you unsuccessfully try to login more than 5 times in a row. You can try again after 15 minutes.

Once you have logged in you end up at what's called the WP Dashboard.

On the left is the sidebar menu. You can ignore most of it but try mousing over Pages. A popout menu appears. Click on "All Pages" and you will see a list of the 26 pages I made that are in our menu up top. At the very top click on Add New. Name it Test or whatever you want to call it. Click on the "Visual" tab and it's just like being in MS Word or any other word processing program.

Try typing up something and then format it. Change the font size, make a title a different color, just play around. Then click preview on the right, it will show you what your page looks like published in a new window. Save draft and you will be able to come back to it from the Pages link in the sidebar menu. If you hit publish it will be published to the web, but nobody but you can see it, because it's not on the site menu.

BRICK SALE AT BAY BEACH

Balboa Peninsula Point BRICK Fundraiser Form

NOTE: 3 Lines with maximum 16 characters (includes spacing and punctuation).

Your

Inscription:

Name: _____

Address: _____

Phone: _____

E-mail _____

Check received _____

FOUNDATION SOLICITATION FOR SECURITY

Mr. Ken Drellishak
2145 E Ocean Blvd.
Balboa, CA 92661

May 14, 2016

Dear Ken,

BPPA has entered into a contract with Nordic Security Security Services to provide Peninsula Point security patrol services during the summer of 2016. They have provided good service in recent years and BPPA will monitor to assure that contract obligations are met and that regular incident reporting is continued as in previous years. Service will be provided from May 29 to September 9 at a contract price of \$14,784.00.

BPPA is very appreciative of your support for this important public safety program and requests that CFBPP provide funding to support it at the level of previous years. Please advise me of your decision and/or any questions that you may have.

Sincerely,
Lou Enriquez
President

KEY DATES

Jan

BVAC Meeting, 2nd Wed
BPPA Board Meeting, 2nd Thu

Feb

BVAC Meeting, 2nd Wed
BPPA Board Meeting, 2nd Thu

Mar

BVAC Meeting, 2nd Wed
BPPA Board Meeting, 2nd Thu

Apr

BVAC Meeting, 2nd Wed
BPPA Board Meeting, 2nd Thu
File application for waive of city fees for the July 4 parade

May

- 1 July 4 parade permit submittal
BVAC Meeting, 2nd Wed
BPPA Board Meeting, 2nd Thu
- 14 CERT Citywide Drill
- 15 Arrange for Marching Band and Sea Scouts
- 31 Hire ramp attendant??
- 1 Apply for security contribution from

Jun

- BVAC Meeting, 2nd Wed
- 1 Launch swim float
- 1 Reserve Fire Engine and Police Car
BPPA Board Meeting, 2nd Thu

Jul

BVAC Meeting, 2nd Wed

4 Parade
BPPA Board Meeting, 2nd Thu

Aug

BVAC Meeting, 2nd Wed

Sep

BVAC Meeting, 2nd Wed
BPPA Board Meeting, 2nd Thu

Oct

BVAC Meeting, 2nd Wed
BPPA Board Meeting, 2nd Thu

Nov

BVAC Meeting, 2nd Wed
BPPA Board Meeting, 2nd Thu

Dec

BVAC Meeting 2nd Wed