

Meeting Agenda

✓	#	Topic	Topic / Discussion	Who	Min
	1	Call to Order	<ul style="list-style-type: none"> Pledge & Reflection 	Jeff Markiewicz, President	2
	2	Roll Call	<ul style="list-style-type: none"> Roll Call 	Carol Harper, Recording Secretary	2
	3	Acceptance of Minutes	<ul style="list-style-type: none"> October 2021 Meeting Minutes for Approval Motion and Second / is needed. Vote is not necessary Minutes of October, 2021 Minutes will be filed. 	Jeff Markiewicz, President	2
	4	Presidents Report	<ul style="list-style-type: none"> Presidents Report SKCA Attorney Update – Tentative 	Jeff Markiewicz, President	5
	5	Treasurers Report	<ul style="list-style-type: none"> Treasurers Report – October 2021 - Financial Snapshot <ul style="list-style-type: none"> Reserve/Capital, Operating, Accounts Receivable, Accounts Payable Total Budgeted Operating Expenses vs. Actual Expenses Legal Fees Summary 	Wilma Denton, Treasurer	10
	6	Board Business	<ul style="list-style-type: none"> Review of Key Projects and Status – Jeff Markiewicz, Board Members Reserve Study Alignment / Progress – Jeff Markiewicz Executive Committee Meeting Announcement – Oct 19, 2021 Resignation Email Disclosure – Executive Committee New Business – Board of Directors 	Board of Directors	30
	7	Committee Reports	<ul style="list-style-type: none"> Audit & Budget - Kathy Berkheimer / Jeff Markiewicz Beautification - Tom Tompkins Bylaws - Chairperson: Lori Monroe Capital & Long-Range Planning: Kelly Ewing Insurance / Risk: Bill Smith / Dan Cavanaugh Water and Maintenance - Ronnie Young Nominations / Elections - Liaison: Wilma Denton Publicity / Communications / Survey - Kim Pasko Recreation – Jeff Markiewicz / Dan Cavanaugh / Pat Frampton Security - Ronnie Young / Dan Cavanaugh Wellness Checks – Dan Cavanaugh House / Clubs Liaison - Eddie Edwards <ul style="list-style-type: none"> Ladies Auxiliary: President Cass Cavanaugh Sports Club: President Butch Wienhold 	Committee Chairpersons	20
	8	Community Input	<ul style="list-style-type: none"> Open Community Comments and Input <ul style="list-style-type: none"> Webex Chat, Written, Emailed Questions Comments / Questions from Floor 	Community	20
	9	Call to Adjourn	<ul style="list-style-type: none"> Motion, Second, Adjourn Meeting Adjourns at 11:30 	Jeff Markiewicz, President	1

Residents and Members of Swann Keys Civic Association,

Over the last month our Ladies Auxiliary and Sports Club continue to host wonderful events for the community. There was a Craft Sale and very popular Tailgate party over the last month. Participation in these events was very strong and thoroughly enjoyed by all that attended. Great work SKCA Organizations.

October was a very busy month for the SKCA Board and Staff. We are currently working on 19 projects related to routine maintenance and upgrades to our facilities. We completed our annual water plant maintenance in October. This work involve replacing all filter and softener valve diaphragms, cleaning flow restrictors, replacing valve cartridges and much more. During this work, our vendors discovered water was back flowing into our wells. Albeit this did not present any risk to our community's water, it did cause our softeners/filters to work harder. To determine the problem we needed to have a company expose the underground piping to the wells and inspect the lines, valves and components. In addition, a new backflow valve was installed in the water plant as a secondary backup. We have not received the bills for all of this work; however we know this will be costly. Maintaining and enhancing the plant is key to maintaining quality water and continue to manage our water costs.

Over the last month, Tommy Nocella has been working hard on locating vendors to paint our Community Center and Clubhouse exterior. We have found significant corrosion and believe the building was never painted or coated since 1994. It's overdue. Tommy N has been working with several vendors and representatives from Sherwin Williams, Commercial Division, on the appropriate preparation and coatings for the building. In addition, we have engaged a metal fabricator to repair all of the areas above the windows where significant corrosion occurred when someone blocked the J-Channels years ago. We expect to review bids, specifications, and coatings over the next month and get Board approval. We anticipate working starting in the Spring 2022.

SKCA is being hit hard with supply chain issues and raising costs. We need 2 new lift station covers, one at the main entrance and another on Mallard Drive. We installed a new cover on Pintail over the Summer as a prototype of a new design. That cover has worked out great. The cost of the cover was about \$5,000.00. We just received a quote for the exact same cover and it is now \$9000.00. The cost of stainless steel, labor and parts are going through the roof. We have to address this before our Summer season. In addition, we are having a very difficult time getting parts and a new pump for our lift stations. We continue to work on getting pumps rebuilt, parts and ensuring that we always have adequate sewage pumping capacity. We own the pumps and lift stations and are responsible for their repairs.

Pat Frampton continues to work with vendors on the problems we found with our Pool over the Summer. We discovered cracks, blisters and failing plaster. Our Pool Maintenance Company covered the pool to protect the water however we will be uncovering it as required for further inspection and repairs. It has been very difficult getting quotes and finding a vendor that will do this work.

Our Boat Ramp Legal Case is scheduled to be presented to the Court of Chancery on January 20th, 2022. Last week, we submitted over 750 pages of documentation to the defendant's attorney and the court. As the Board of SKCA, we have the obligation to protect the assets of the community. We continue, through our attorney, to offer to negotiate via Alternative Dispute Resolution. We are in the middle of the case Discovery Process and will proceed until a final decision is made by a Judge or the Defendants offer an alternate solution which is acceptable to keep your ramps open. This is a Real Property Dispute that must be resolved.

If you are using our boat ramps for haul outs, please remember to respect the properties on either side of the ramps. Do not enter private property or attempt to secure your boats to any properties that you do not own. Absolutely no power loading. Power Loading is when you use your motor to force the boat onto the trailer. Please observe the rules.

Please don't forget to view our Monthly Financial Reports including our Balance Sheet, Budget Performance, and Financial Snapshot. They are always available on the SKCA Website in the Residents Section. As always, if you have any questions, concerns or would like to discuss the future of Swann Keys please feel to reach out to me or any Board Member. You have a great Board who is always here for you. The easiest way to reach us is through the Residents Portal online or emails. My email is Jeffm.swannkeys@gmail.com. Looking forward to working with all of you on shaping the future of Swann Keys.

Respectfully submitted
Jeff Markiewicz,
President, SKCA 2021/2022,
Jeffm.swannkeys@gmail.com

Financial Snapshot – October 31, 2021

Fiscal Year 2022

Account and Cash Summary (End of Month Balances)

Operations Accounts

PNC Checking - Ending 9681	\$ 220,580.51
M.M. Savings - PNC - 6328	\$ 113,084.74
Business Checking - Bank of Ocean City - 5459	\$ 2,378.63
Petty Cash	\$ 74.30
	\$ 336,118.18

Reserve / Capital Accounts

MM Savings - Bank of Ocean City - 4468	\$ 243,492.34
Bank of Ocean City - Reserve CD	\$ 102,074.76
	\$ 345,567.10

Total Operations / Reserve Accounts **\$ 681,685.28**

Accounts Receivable / Payable Summary

Accounts Receivable

Accounts Receivable - Maintenance Fees		
0 - 30 Days	\$ -	
31 - 60 Days	\$ -	
61 - 90 Days	\$ -	
91 and Greater	\$ 15,182.66	
Total Maintenance Fees Receivable	\$ 15,182.66	Net Credits
Other Accounts Receivable	\$ -	
	\$ 15,182.66	

Accounts Payable **\$ 11,633.69** **\$2,670.36 as of Nov 9, 2021**

Operating Budget Expenses

Monthly Operating Budget Performance

Budgeted Expenses for Month	\$ 28,368.79	
Actual Expenses	\$ 31,471.78	
Under / Over Budget for Month	\$ (3,102.99)	Over Budget for Month

Annual Operating Budget Performance

Annual Budgeted Expenses to Date	\$ 202,111.62	\$ 415,187.82 Annually
Annual Expenses to Date	\$ 178,579.26	
Under / Over Budget for Year	\$ 23,532.36	Under Budget for FY2022

Annual Capital / Reserve Projects Performance

Capital / Reserve beginning balance June 1, 2021	\$ 217,636.17
Additional Funding from FY22 Maintenance Fees	\$ 130,000.00
Comcast Contract minus taxes	\$ 60,000.00
	\$ 407,636.17


Planned Projects FY22

	Budget / Estimate	Spent
Boat Ramp- I - West Side Renovation	\$ 65,000.00	\$ -
WoodPiling- Club House - Marina Area	\$ 101,000.00	\$ 3,225.00
Boat Ramps Court/Legal/Surveys		\$ 29,972.91
Office Computers / Technology Update	\$ 4,000.00	\$ 4,398.00
Capital / Reserve Contingency	\$ 17,000.00	\$ -
Total Projected FY22 Capital Expenses	\$ 187,000.00	\$ 37,595.91

Projected Capital / Reserve ending balance May 31, 2022	\$ 220,636.17	\$ 161,932.18	LRP Model
		\$ 58,703.99	LRP Overage

Boat Ramp Legal Case Cost Summary

Fiscal Years 2021 and 2022			
Boat Ramp Legal / Other Fees			
FY21	January	\$ 4,795.00	Lawyer - Settlements & Offers
FY21	March	\$ 5,844.54	Lawyer - Settlements & Offers
FY22	6/28/21	\$ 5,465.25	Lawyer - Settlements & Offers
FY22	9/8/21	\$ 3,375.00	Survey Fee for Properties
FY22	10/4/21	\$ 438.00	Court Fee - Temp Rst. Order (TRO)
FY22	10/4/21	\$ 4,692.50	Lawyer - TRO
FY22	11/4/21	\$ 16,002.16	Lawyer / Legal Case Work
FY 21 Total		\$ 10,639.54	Covers all work thru September 2021 October Fees not received as of 11/9
FY 22 Total		\$ 29,972.91	
Total		\$ 40,612.45	

 Community Critical Path Projects / Tasks				
#	Item	Notes	Lead	Status
1	Exhaust Fan	<ul style="list-style-type: none"> Replacement for kitchen hood 	Ronnie	Done
2	Community Center Light Switches	<ul style="list-style-type: none"> Need to eliminate user of community center from using breakers to turn lights on and off Install new switches next to breaker panel and remove lock 	Ronnie	Done
3	Landscaping	<ul style="list-style-type: none"> Report issues to vendor and identify problem areas. Notify Vendor 	Tommy T, Jeff M	Active
4	Well Depth Monitoring	<ul style="list-style-type: none"> New device purchased, other device returned for credit Ronnie, Richard to make modification to access port and test Recent issues with Well #2 delayed work 	Ronnie	Active
5	DE – Well Depth Reporting	<ul style="list-style-type: none"> Begin reporting monthly well water depth to Delaware office of Drinking Water as soon as new Usage Meter is installed. 	Ronnie, Wilma	Active
6	Well #2 – Usage Meter	<ul style="list-style-type: none"> Meter has been broken for some time. Need to replace per DE DPOW. Work with Well Contractor to obtain a new meter – On back order. 	Ronnie	Active
7	Reserve Account Debit Card	<ul style="list-style-type: none"> Eliminate the long time use of the current Debit Card for operational purposed. Current card uses the Reserve Account – Should never have. Acquire new Debit Card linked to PNC Operations Accounts 	Wilma	Done
8	COMCAST Contract	<ul style="list-style-type: none"> Jeff Markiewicz negotiated 192,000.00 contract for SKCA – Completed Install Community Wifi – Completed Install New Cable Boxes in Club House / Community Center – Completed Install new Comcast Router in Office – Waiting on Comcast for Service Tech Obtain payment of \$75,000.00 from Comcast – Wilma / Jeff following up. 	Jeff M, Wilma D	Active
9	Pool Issues	<ul style="list-style-type: none"> Identify issues: (1) Cracks (2) Blistering (3) Caulking (4) Splash Zone surface PLG Contractor visited site – Waiting for quote. (PLG covered the pool in error) Contact additional contractors / pool companies for review/quotes 	Pat F, Jeff M	Active
10	Community Center / Club House Flashing	<ul style="list-style-type: none"> Identify Vendors who could fabricate metal to resolve the problem above windows. Obtain quote and sign contract 	Ronnie	Active

		<ul style="list-style-type: none"> Waiting on vendor to fabricate the metal and install. 		
11	Community Center / Club House Exterior Painting	<ul style="list-style-type: none"> We identified the tasks that need to be performed and Statement of Work. Tommy N contacted multiple capable vendors and obtained quotes Have vendors submit – RFP Quotes off BID Sheet Board review and approve project – Reserve Funding Plan to have work started in March, April 2022 	Tommy N, Ronnie	Active
12	Street Lighting	<ul style="list-style-type: none"> Many street light are continuing to experience issues. DEC Notified. DEC replacing light heads and correcting issues. 	Ronnie, Office	Active
13	DEC Laws Point Electric Replacement Project	<ul style="list-style-type: none"> Slated to begin this fall. – DEC to contact SKCA with estimated start dates 	Jeff M, Ronnie	Active
14	Meat Slicer	<ul style="list-style-type: none"> Replace dangerous meat slicer that was removed from kitchen. 	Eddie E	Active
15	Cleaning of Park Fencing	<ul style="list-style-type: none"> Identify potential vendors, obtain quotes and review with Board Sign contract and work begins 	Tommy T, Ronnie	Active
16	Lift Station Covers	<ul style="list-style-type: none"> Need to replace (1) 4 Way Stop (2) Mallard Drive. Contact Vendor – Complete Obtain Quote – Review by Board / Approve – Received Quote - \$9000.00 each Quote is \$4000.00 higher than the Pin Tail cover quote. Richard and Ronnie to meet with vendor re costs. Stainless costs much higher now. Install new covers 	Ronnie	Active
17	Sewage Lift Station Pumps	<ul style="list-style-type: none"> Have new lift station pump on order – significant delays getting. Had one pump rebuilt in the interim. Rebuilt pump drawing high Amps. Vendor is investigating. Until we have a good backup pump we will need to carefully work with vendors to ensure we always have sufficient pumps. 	Ronnie	Active
18	Roads Project Planning for FY2022 Budget	<ul style="list-style-type: none"> Prequalify Commercial Road Vendors – Kelly – Complete Obtain initial budget quotes – Active Obtaining free Core Sampling and study of roads. Need to determine the current road base to determine appropriate top coat. Kelly continues work. 	Kelly E	Active
19	Explore cleaning of West Side Swann Drive Ditch	<ul style="list-style-type: none"> Ditch continues to experience issues with grasses and collapses Explore options / vendors 	Tommy, Ronnie	NEW
20	Water Plant Fall Maintenance	<ul style="list-style-type: none"> Fall Maintenance was completed during October. Performed annual maintenance. Replaced all diaphragms, valve cartilages, cleaned flow restrictors, replace all maintenance items on valve bodies and tested. 	Ronnie	Active
21	Well Backflow issue	<ul style="list-style-type: none"> During routine maintenance found backflow issue with wells. During Filter and Softener Regeneration we found water was back flowing into the wells. Also found a broke valve underground on Well #2 Replaced valve and backflow preventer on Well #2 As additional safeguard, installed additional backflow valve in plant. Caused high iron and water discoloration for a few days. Happened at exact same time as Wall Plant Maintenance – Caused confusion. 	Ronnie	Done
22	Bulk Head Project	<ul style="list-style-type: none"> Delayed due to permitting process – revised start date – Late Winter 	Jeff	Active

VLC Meeting Decorum

1. The President shall preside at all meetings of the Board, act as its Chairperson or otherwise known as the Chairperson of the Board per SKCA By-Laws.
2. The President / Chairman of the Board (The Chair) will follow Roberts Rules of Order.
3. The Chair will maintain orderly direction during meetings and follow the "Rules of the Day".
4. Meetings will be information sharing sessions designed to advance and promote SKCA.
5. The Chair and BOD Members will make every attempt possible to follow the published agenda.
6. The Chair reserves the right to "Suspend the Rules of the Day" to deviate from the agenda of the day.
7. A BOD Member or The Chair may make a motion to "Return to the Rules of the Day". This motion will be sustained (accepted by the Chair) or Overruled (rejected by the Chair). Returning to the Rules of the day means "going back to the agenda".
8. All BOD and Community members will be recognized by The Chair prior to beginning discussion.
9. At no time, should the BOD or Community Members be disrespectful, use disparaging language, attack, or make personal comments to BOD or Community Members. In the event that this item of Decorum is violated, The Chair reserves the right to state "You are out of order" and "Return to the Rules of the Day".
10. Any individual that continually disrupts the meeting, violates decorum or is acting in a manner that is contrary to the stated purpose of the organization may be consider for Sanction.
11. A motion for Sanction may be called by The Chair or a BOD Meeting. A vote of Sanction for Violation of Decorum will be taken. Sanction has no legal penalties or implications. Sanction for Violation of Decorum is decision by the BOD that the individual's behavior is not withstanding of that which promotes and preserves the community.
12. Once a BOD Member or Community Member is acknowledged, they will be allowed to speak without interruption unless there is a violation of Decorum.
13. There will be no cross-talk while / during the meetings.
14. The audience will not shout, boo, or applaud unless the applause is in recognition for accomplishment.
15. No confidential, private business, negotiations, legal strategy or private information will be discussed during the meeting.
16. Employee information; such as salaries, benefits, statues will not be discussed in open BOD meetings.
17. The Chair reserves the right to suspend or adjourn the meeting in the event that the meeting becomes unruly, or out of control.
18. The Delaware State Police will be notified at any time when the behavior or actions of any participate presents any apparent risk of bodily injury or assault to the attendees.