

**Meeting Agenda**

✓	#	Topic	Topic / Discussion	Who	Min
	1	Call to Order	<ul style="list-style-type: none"> <li>Pledge &amp; Reflection</li> </ul>	Jeff Markiewicz, President	2
	2	Roll Call	<ul style="list-style-type: none"> <li>Roll Call</li> </ul>	Carol Harper, Recording Secretary	2
	3	Acceptance of Minutes	<ul style="list-style-type: none"> <li>September 2021 Meeting Minutes for Approval</li> <li>Motion and Second / is needed. Vote is not necessary</li> <li>Minutes of September, 2021 Minutes will be filed.</li> </ul>	Jeff Markiewicz, President	2
	4	Presidents Report	<ul style="list-style-type: none"> <li>Presidents Report (below)</li> <li>Message to the Community (verbal)</li> </ul>	Jeff Markiewicz, President	10
	5	Treasurers Report	<ul style="list-style-type: none"> <li>Treasurers Report – September 2021 - Financial Snapshot               <ul style="list-style-type: none"> <li>Reserve/Capital, Operating, Accounts Receivable, Accounts Payable</li> <li>Total Budgeted Operating Expenses vs. Actual Expenses</li> </ul> </li> </ul>	Wilma Denton, Treasurer	10
	6	Board Business	<ul style="list-style-type: none"> <li>Review of Key Projects and Status – Jeff Markiewicz, Board Members</li> <li>Reserve Study Alignment / Progress – Jeff Markiewicz</li> <li>Request for Information Status – Wilma Denton</li> <li>Request for Information Requirements – Wilma Denton               <ul style="list-style-type: none"> <li>Identify what information is being requested.</li> <li>Identify the purpose for which it will be used.</li> <li>Signature – Confirmation of Identification / purpose</li> </ul> </li> <li>Board Member Resignations – Review Process / Bylaws – Lori Monroe</li> </ul>	Board of Directors	25
	7	Committee Reports	<ul style="list-style-type: none"> <li>Audit &amp; Budget - Kathy Berkheimer / Jeff Markiewicz</li> <li>Beautification - Tom Tompkins</li> <li>Bylaws - Chairperson: Lori Monroe</li> <li>Capital &amp; Long-Range Planning: Kelly Ewing</li> <li>Insurance / Risk: Bill Smith / Dan Cavanaugh</li> <li>Water and Maintenance - Ronnie Young</li> <li>Nominations / Elections - Liaison: Wilma Denton</li> <li>Publicity / Communications / Survey - Kim Pasko</li> <li>Recreation – Jeff Markiewicz / Dan Cavanaugh / Pat Frampton</li> <li>Security - Ronnie Young / Dan Cavanaugh</li> <li>Wellness Checks – Dan Cavanaugh</li> <li>House / Clubs Liaison - Eddie Edwards               <ul style="list-style-type: none"> <li>Ladies Auxiliary: President Cass Cavanaugh</li> <li>Sports Club: President Butch Wienhold</li> </ul> </li> </ul>	Committee Chairpersons	20
	8	Community Input	<ul style="list-style-type: none"> <li>Open Community Comments and Input               <ul style="list-style-type: none"> <li>Written, Emailed Questions</li> <li>Comments / Questions from Floor</li> <li>In Person Questions / Comments</li> </ul> </li> </ul>	Community	20
	9	Call to Adjourn	<ul style="list-style-type: none"> <li>Motion, Second, Adjourn</li> <li>Meeting Adjourns at 11:30</li> </ul>	Jeff Markiewicz, President	1

Residents and Members of Swann Keys Civic Association,

The Board of Directors and staff have been very busy over the last month. Our primary focus has been on required maintenance and new projects. Like most industries, we are struggling getting parts and materials. We need parts for one of our sewage pumps and have an addition pump on back order. We have plans in place in the event of additional sewage pump failures. Our Lift Station covers at our entrance four way stop and on Mallard Drive are in need of replacement. The Pin Tail prototype cover that we installed over the summer is working out great. We are working with the vendor that designed and installed the cover, to get quotes for two additional covers. Our water plan it about to undertake significant fall maintenance over the next few weeks. We produced an incredible amount of water over the summer. We experience a small issue with an iron pass thru this week. The issues was quickly isolated and resolved.

We uncovered several significant issues with the pool over the summer. They include cracks, blisters, compromised caulk and the surface of the splash zone need to be repaired or replaced. The pool has been in operation without significant maintenance for many years. We are addressing these issues with vendors at this time.

The much needed new office equipment was installed in September and is working out great. We have a lot of new equipment and are now running with security compliant operating systems, storage network and much more.

The Water Plant is about to receive routine maintenance and repairs. We are experiencing some issues with one of our water softeners. This has not impacted the quality of the community water.

Our Boat Ramp Legal Case continues. Our Boat Ramps remain open under a Temporary Restraining Order. We have entered the Discovery Phase of the case. During Discovery we will be responding to and submitting interrogatories, which are question/answer documents that each party has to respond to. In addition, we will be exchanging many documents, calling for depositions and statements from involved parties. Due to the phase of the legal challenge, we will not be able to address case specifics other than a basic status. The Court has assigned us a Court Date of January 20<sup>th</sup>, 2021. Our Attorney's continue to offer alternate resolution dispute to avoid having to go to court. As late as this week another offer was extended. Their Attorney stated he would pass this message along.

Fiscal Years 2021 and 2022			
Boat Ramp Legal / Other Fees			
FY21	January	\$ 4,795.00	Lawyer
FY21	March	\$ 5,844.54	Lawyer
FY22	6/28/21	\$ 5,465.25	Lawyer
FY22	9/8/21	\$ 3,375.00	Survey Fee
FY22	10/4/21	\$ 438.00	Court Fee
FY22	10/4/21	\$ 4,692.50	Lawyer
FY 21 Total		\$ 10,639.54	
FY 22 Total		\$ 13,970.75	
Total		\$ 24,610.29	

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. We know a resident has a video camera aimed at the ramp and will probably using any violations in litigation. Please observe the rules and help us to save our ramps.

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. If you would like to inspect our records in person; simply send or deliver a letter to the office, include your information, reason for the request and would documents you would like to review. For security reasons, please sign the letter. We will gladly schedule a time for you to visit the office at a mutually agreeable date and time. Your BOD and Staff are totally transparent.

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](mailto: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](mailto:Jeffm.swannkeys@gmail.com)*

# Financial Snapshot – September, 2021

## Fiscal Year 2022

### Account and Cash Summary (End of Month Balances)

#### Operations Accounts

PNC Checking - Ending 9681	\$ 250,309.06
M.M. Savings - PNC - 6328	\$ 113,081.06
Business Checking - Bank of Ocean City - 5459	\$ 2,666.63
Petty Cash	\$ 76.42
	<b>\$ 366,133.17</b>

#### Reserve / Capital Accounts

MM Savings - Bank of Ocean City - 4468	\$ 239,415.24
Bank of Ocean City - Reserve CD	\$ 102,074.76
	<b>\$ 341,490.00</b>

**Total Operations / Reserve Accounts** **\$ 707,623.17**

### Accounts Receivable / Payable Summary

#### Accounts Receivable

Accounts Receivable - Maintenance Fees		
0 - 30 Days	\$ -	
31 - 60 Days	\$ -	
61 - 90 Days	\$ -	
91 and Greater	\$ 21,643.62	
Total Maintenance Fees Receivable	<b>\$ 21,643.62</b>	Net Credits
Other Accounts Receivable	\$ -	
	<b>\$ 21,643.62</b>	

**Accounts Payable** **\$ 25,102.24** **\$3,917.41 - as of Oct 14, 2021**

### Operating Budget Expenses

#### Monthly Operating Budget Performance

Budgeted Expenses for Month	\$ 38,144.79
Actual Expenses	\$ 34,314.78
Under / Over Budget for Month	<b>\$ 3,830.01</b>

#### Annual Operating Budget Performance

Annual Budgeted Expenses to Date	\$ 173,742.83	<b>\$ 415,187.82 Annually</b>
Annual Expenses to Date	\$ 147,107.48	
Under / Over Budget for Year	<b>\$ 26,635.35</b>	<b>Under Budget for FY2022</b>

### 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
	<b>\$ 407,636.17</b>

#### 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		\$ 13,970.75
Office Computers / Technology Update	\$ 4,000.00	\$ 4,398.00
Capital / Reserve Contingency	\$ 17,000.00	\$ -
Total Projected FY22 Capital Expenses	<b>\$ 187,000.00</b>	<b>\$ 21,593.75</b>

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

## Community Critical Path Projects / Tasks

#	Item	Notes	Lead	Status
1	Exhaust Fan	<ul style="list-style-type: none"> <li>Replacement for kitchen hood</li> </ul>	Ronnie	Done
2	Community Center Light Switches	<ul style="list-style-type: none"> <li>Need to eliminate user of community center from using breakers to turn lights on and off</li> <li>Install new switches next to breaker panel and remove lock</li> </ul>	Ronnie	Done
3	Landscaping	<ul style="list-style-type: none"> <li>Report issues to vendor and identify problem areas.</li> <li>Notify Vendor</li> </ul>	Tommy T, Jeff M	Active
4	Well Depth Monitoring	<ul style="list-style-type: none"> <li>New device purchased, other device returned for credit</li> <li>Ronnie, Richard to make modification to access port and test</li> </ul>	Ronnie	Active
5	DE – Well Depth Reporting	<ul style="list-style-type: none"> <li>Begin reporting monthly well water depth to Delaware office of Drinking Water</li> </ul>	Ronnie, Wilma	Active
6	Well #2 – Usage Meter	<ul style="list-style-type: none"> <li>Meter has been broken for some time. Need to replace per DE DPOW.</li> <li>Work with Well Contractor or replacing / plumbing meter.</li> </ul>	Ronnie	Active
7	Reserve Account Debit Card	<ul style="list-style-type: none"> <li>Eliminate the long time use of the current Debit Card for operational purposed.</li> <li>Current card uses the Reserve Account – Should never have.</li> <li>Acquire new Debit Card linked to PNC Operations Accounts</li> </ul>	Wilma	Done
8	COMCAST Contract	<ul style="list-style-type: none"> <li>Jeff Markiewicz negotiated 192,000.00 contract for SKCA – Completed</li> <li>Install Community Wifi – Completed</li> <li>Install New Cable Boxes in Club House / Community Center – Completed</li> <li>Install new Comcast Router in Office – Waiting on Comcast for Service Tech</li> <li>Obtain payment of \$75,000.00 from Comcast – Wilma / Jeff following up.</li> </ul>	Jeff M, Wilma D	Active
9	Pool Issues	<ul style="list-style-type: none"> <li>Identify issues: (1) Cracks (2) Blistering (3) Caulking (4) Splash Zone surface</li> <li>PLG Contractor visited site – Waiting for quote. (PLG covered the pool in error)</li> <li>Contact additional contractors / pool companies for review/quotes</li> </ul>	Pat F, Jeff M	Active
10	Community Center / Club House Flashing	<ul style="list-style-type: none"> <li>Identify Vendors who could fabricate metal to resolve the problem above windows.</li> <li>Obtain quote and sign contract</li> <li>Vendor install</li> </ul>	Ronnie	Active
11	Community Center / Club House Exterior Painting	<ul style="list-style-type: none"> <li>Identify tasks that need to be performed and Statement of Work.</li> <li>Identify and communicate with capable vendors / Obtain Soft Quotes</li> <li>Have vendors submit – RFP Quotes</li> <li>Board review and approve project – Reserve Funding</li> </ul>	Tommy N, Ronnie	Active
12	Street Lighting	<ul style="list-style-type: none"> <li>Many street light are continuing to experience issues. DEC Notified.</li> <li>DEC replacing light heads and correcting issues.</li> </ul>	Ronnie, Office	Active
13	DEC Laws Point Electric Replacement Project	<ul style="list-style-type: none"> <li>Slated to begin this fall. – DEC to contact SKCA with estimated start dates</li> </ul>	Jeff M, Ronnie	Active
14	Meat Slicer	<ul style="list-style-type: none"> <li>Replace dangerous meat slicer that was removed from kitchen.</li> </ul>	Eddie E	Active
15	Cleaning of Park Fencing	<ul style="list-style-type: none"> <li>Identify potential vendors, obtain quotes and review with Board</li> <li>Sign contract and work begins</li> </ul>	Tommy T, Ronnie	Active
16	Lift Station Covers	<ul style="list-style-type: none"> <li>Need to replace (1) 4 Way Stop (2) Mallard Drive.</li> <li>Contact Vendor – Complete</li> <li>Obtain Quote – Review by Board / Approve</li> <li>Install new covers</li> </ul>	Ronnie	Active
17	Roads Project Planning for FY2022 Budget	<ul style="list-style-type: none"> <li>Prequalify Commercial Road Vendors – Kelly – Complete</li> <li>Obtain initial budget quotes – Active</li> </ul>	Kelly E	Active
18	Explore cleaning of West Side Swann Drive Ditch	<ul style="list-style-type: none"> <li>Ditch continues to experience issues with grasses and collapses</li> <li>Explore options / vendors</li> </ul>	Tommy, Ronnie	NEW
19	Water Plan Fall Maintenance	<ul style="list-style-type: none"> <li>Work begins on Monday, October 18 – Significant water usage over the summer has worked our equipment hard. It's time to apply maintenance.</li> </ul>	Ronnie	Active
20		<ul style="list-style-type: none"> <li></li> </ul>		