

Due to COVID, Board Approved having this meeting via a WebEx / Teleconference Only.
Portions of this meeting may be recorded.

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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"> December 2021 Meeting Minutes for Approval Motion and Second / is needed. Vote is not necessary Minutes of December 2021 Minutes will be filed. 	Jeff Markiewicz, President	2
	4	Presidents Report	<ul style="list-style-type: none"> Resignation of Kate Viola – Sam Viet fills that position Presidents Report 	Jeff Markiewicz, President	5
	5	Treasurers Report	<ul style="list-style-type: none"> Treasurers Report – December 2021 <ul style="list-style-type: none"> Financial Snapshot Legal Fees Summary 	Wilma Denton, Treasurer	10
	6	Board Business	<ul style="list-style-type: none"> FY23 Budget Workshops & Plans Review of Key Projects and Status Reserve Study Alignment / Progress – Jeff Markiewicz 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



President's Report to the Board of Directors and Residents January 23, 2022

Residents and Members of Swann Keys Civic Association,

Over the last month, we were hit with yet another round of COVID challenges. Our Ladies Auxiliary and Sports Clubs cancelled several events and the Board of Directors voted to close the Community Center and Club House at this time. Although this is not a State of Delaware requirement, the Board made this decision based on the risk factors and community exposure at that time. We will continue to monitor the published statistics and advice of the Governor. When we closed the facilities, the Governor recommended avoiding social gatherings. We will keep you posted on any reopening.

Our Boat Ramp Court Case was scheduled for January 20th, at 9:30am. Due to COVID, the Courthouse is closed to the public at this time. They informed us the hearing would be Teleconference only. The hearing is planned to be rescheduled for February 3rd and 4th at this time. We will continue to work with our attorneys on the logistics of the next hearing. Due to the large number of witnesses expected to be called to testify, the attorneys requested a 2-day hearing. Let me assure you, we are doing everything in our power to defend your use of the ramps. We know many rent their properties over the summer and advertise 2 boat ramps. Hopefully, you and the entire community will finally have resolution to this matter prior to the spring. Please be respectful of properties on both sides of our boat ramps.

Our Nominations for the Board of Directors closes on February 10th. **I can not overemphasize the importance of this election.** We are overseeing common areas of a community with 606 properties, with an estimate value of properties over 300 million dollars. We have a complex water plant, miles of roads, sewage processing, a pool, office, and staff. **We need leaders.** Practical, business minded, common sense individuals, with experience, that have a vision for the community and know how to "Move Swann Keys Forward". You can invest as little as a few hours a month or become more involved over time. **We need YOU!** You have seen what a Solid Board can do. Just look at this year's projects and last year's accomplishments. We must keep up the momentum. Go to the Swann Keys Website to nominate someone.

We continue to work hard on many exciting community projects. We awarded the painting contract for the community center and Clubhouse. This work should begin as soon as the weather breaks. Work on our new marina bulkhead project is slated to begin in March. We removed the asphalt in the park area and have graded it. We expect to add topsoil and grass in the spring. The Board will be studying the options for the area and cost. Our Long-Range Plan has paving of Canvasback, Swann Drive and Activities planned for the upcoming year. We will be releasing a full Request for Proposals to the vendors that have been compiled. We are also making plans to replace all lift station covers before summer. The Pintail cover installed last year is working out perfectly. We are working with several vendors who can replicate this design. We found that if we have all the covers manufactured at the same time, we can save over \$6,000. They all need to be replaced (except Pintail).

Our Budget Committee conducted 2 workshops over the last few weeks. Over 7 hours of workshops, reviewing each account over the last years, estimated FY2023 costs and looked at every savings opportunity. The current inflation rate in the US through December 31, 2021, was 7.0%. With all the trimming, looking at addition revenue from our Social Organizations, we are currently at a 3.33% increase in maintenance fees for FY2023. This equates to \$930.00 per lot for FY23 (June, 2022 – May 2023). A full presentation will be presented to the community during our next Board Meeting and a video will be available. The Board will vote to approve the proposed budget in February. The Community will vote on this in the spring. If you have purchased anything over the last few months, you know a \$30.00 increase is very reasonable. You probably are spending that much more on a tank of gas. We know there will be opposition to this.

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,

Financial Snapshot – December 31, 2021

Fiscal Year 2022

Account and Cash Summary (End of Month Balances)

Operations Accounts

PNC Checking - Ending 9681	\$ 154,183.54
M.M. Savings - PNC - 6328	\$ 113,090.41
Business Checking - Bank of Ocean City - 5459	\$ 2,064.70
Petty Cash	\$ 102.01
	\$ 269,440.66

Reserve / Capital Accounts

MM Savings - Bank of Ocean City - 4468	\$ 249,601.11
Bank of Ocean City - Reserve CD	\$ 102,074.76
	\$ 351,675.87

Total Operations / Reserve Accounts **\$ 621,116.53**

Accounts Receivable / Payable Summary

Accounts Receivable

Accounts Receivable - Maintenance Fees		
0 - 30 Days	\$ -	
31 - 60 Days	\$ -	
61 - 90 Days	\$ -	
91 and Greater	\$ 10,240.04	
Total Maintenance Fees Receivable	\$ 10,240.04	Net Credits
Other Accounts Receivable	\$ -	
	\$ 10,240.04	

Accounts Payable **\$ 15,158.40**

Operating Budget Expenses

Monthly Operating Budget Performance

Budgeted Expenses for Month	\$ 31,136.58	
Actual Expenses	\$ 35,953.28	
Under / Over Budget for Month	\$ (4,816.70)	Over Budget for Month

Annual Operating Budget Performance

Annual Budgeted Expenses to Date	\$260,575.28	\$ 415,187.82 Annually
Annual Expenses to Date	\$ 233,033.09	
Under / Over Budget for Year	\$ 27,542.19	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

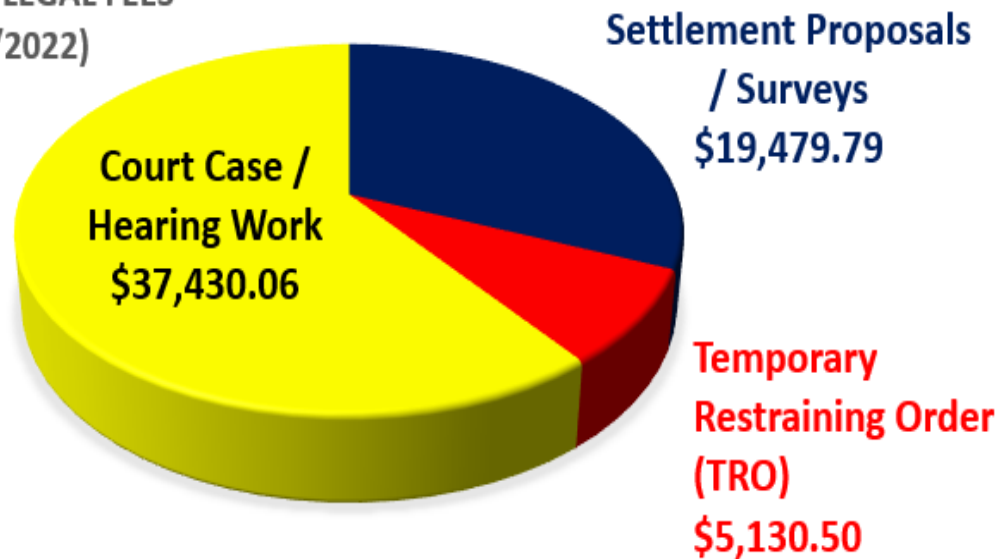
Planned Projects FY22

	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		\$ 51,400.81
Office Computers / Technology Update	\$ 4,000.00	\$ 4,398.00
Capital / Reserve Contingency	\$ 17,000.00	\$ -
Community Center Painting	\$ 23,800.00	\$ -
Total Projected FY22 Capital Expenses	\$ 210,800.00	\$ 59,023.81

Projected Capital / Reserve ending balance May 31, 2022	\$ 196,836.17	\$ 161,932.18	LRP Model
		\$ 34,903.99	LRP Overage

Boat Ramp Legal Fees (As of 1/14/2022)

SKCA BOAT RAMP LEGAL FEES
(AS OF 1/14/2022)



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
FY22	1/14/22	\$ 21,427.90	Lawyer / Legal Case Work
FY 21 Total		\$ 10,639.54	Covers all work thru November 30, 2021
FY 22 Total		\$ 51,400.81	
Total		\$ 62,040.35	

These fees do not reflect Legal and other Services after November 30, 2021

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	Monitor
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 – Completed Obtain payment of \$75,000.00 from Comcast – Wilma / Jeff following up. 	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	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 Waiting on vendor to fabricate the metal and install. 	Ronnie	Active
11	Community Center / Club House Exterior Painting	<ul style="list-style-type: none"> Contract signed with Pat's Painting 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. Board Approved – Sports Club to reimburse SKCA 	Eddie E	Done
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	Done
16	Lift Station Covers	<ul style="list-style-type: none"> Working with 4 vendors currently. Quotes are much better when compared to our prior vendor. Doing all covers at the same time will save us over \$6,000.00 	Ronnie	Active
17	Sewage Lift Station Pumps	<ul style="list-style-type: none"> New and rebuilt pumps available / installed. The EBARA Pumps are working out great. 	Ronnie	Active
18	Roads Project Planning for FY2022 Budget	<ul style="list-style-type: none"> Prequalify Commercial Road Vendors – Kelly – Complete CORE Samples showed an acceptable base for the roads Will be sending RFP to all vendors over the next few week. 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 December . • Performed annual maintenance. • Replaced all diaphragms, valve cartilages, cleaned flow restrictors, replace all maintenance items on valve bodies and tested. 	Ronnie	Done
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"> • Expected to Start in March/April • Must remove 2 trees identified by Arborist in 2020 as dead or compromised. • Contractor agreed to fill in the holes and grade the areas of the damaged trees • New trees planned throughout the Marina area after construction complete • 	Ronnie	Active
23	Park – Asphalt Removal	<ul style="list-style-type: none"> • Completed and lot graded. • Install topsoil and grass seed in spring • Begin project to study options for park • 	Ronnie	Active
24	Park Project – New Pickleball, Tennis, Basketball Courts, Benches, Tables, Trees	<ul style="list-style-type: none"> • Gather list of all Sporting Court / Surface Companies in MD/DE/VA • Send Request for Information / Options. • Explore landscaping options. • Gather Inputs and Costs. • Explore funding sources. • 	Pat, Kelly, Jeff, Others	Active