

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"> August 2021 Meeting Minutes for Approval Motion and Second / is needed. Vote is not necessary Minutes of August, 2021 Minutes will be filed. 	Jeff Markiewicz, President	2
	4	Presidents Report	<ul style="list-style-type: none"> Presidents Report 	Jeff Markiewicz, President	10
	5	Treasurers Report	<ul style="list-style-type: none"> Treasurers Report – August 2021 - Financial Snapshot <ul style="list-style-type: none"> Reserve/Capital, Operating, Accounts Receivable, Accounts Payable Total Budgeted Operating Expenses vs. Actual Expenses 	Wilma Denton, Treasurer	10
	6	New Board Business	<ul style="list-style-type: none"> <u>Monthly Budget Performance & Balance Sheet</u> are always available on SKCA Website <u>Request for Financial Information – Release of Information (ROI) –</u> Always available, must be submitted to office with Reason for Request, What is being Requested and a Signature (for protection of privacy – no emails will be accepted) Recent Requests (ROI): <ul style="list-style-type: none"> <u>Michael Dippolito</u> - 9/2/2021 – Request denied – Request contained information regarding Boat Ramps, and Financials with no reason/purpose identified – Lawyer Responded <u>Nancy Flacco</u> – 9/8/2021 – Requested denied – Request did not provide reason/purpose – email received with reason but no signature – Per Attorney / Request Denied Either party can resubmit legal request and information will be provided for review in SKCA office. No Litigation Information to be provided. 	Board of Directors	10
	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	25
	8	Community Input	<ul style="list-style-type: none"> Open Community Comments and Input <ul style="list-style-type: none"> Written, Emailed Questions Comments / Questions from Floor In Person Questions / Comments 	Community	20
	9	Call to Adjourn	<ul style="list-style-type: none"> Motion, Second, Adjourn 	Jeff Markiewicz, President	1

Residents and Members of Swann Keys Civic Association,

It is hard to believe that the 2021 Summer is coming to an end. This summer was filled with many community events. Some new and old including: Opening Weekend Dance, Shrimp Sale, Beef Sale, Golf Cart Parade, Kids Pool Party, July 4th Flag Raising Ceremony, Island Night Dance, Corn Hole Tournament, Endless Summer Dance, 9/11 Commemoration, Italian Dinner and much more. Participation at all of these events was Excellent! Our Sports Club and Ladies Auxiliary are getting new members regularly. There is a new energy and excitement about the Community that is remarkable.

Our office got a much needed technology update on September 10th. We installed 2 new computers, a network, scanner and a network storage device. All of this equipment and upgrades were needed to bring the office into the 21st Century. We can now centrally store all SKCA documents and invoices. Up to this point, your information was being stored on one computer that was outdated and could no longer receive security patches. We can now securely backing up records and files on a regular basis.

Over the summer we produced over 6 million gallons of clean water for the Community. We had ZERO interruptions in water production and the quality of the water was excellent. We are about to begin our Fall water plant maintenance projects. We need to stay current with maintenance and improvements or the plant will return to disrepair.

Our Boat Ramp Legal Case continues. Our Boat Ramps remain open under a Temporary Restraining Order. We are actively working with the Court to get a Final Injunction Court Hearing date. To date, our Attorney has not received any clear answer to the question "what do they want?" We are willing to make major improvements to the West Side Boat ramp, add security features, new signage and more. What we cannot do is move the impacted resident's homes or close the ramps. Our ramps were in the current location for over 50 years. We plan to keep it that way. To date we have spent \$26,035.29 in Legal and Survey Fees. Unfortunately, this money could have been spent on projects like paving road, improving our boat ramps, painting the Community Center and more.

2021			
Boat Ramp Legal / Other Fees			
FY21	January	\$ 4,795.00	Lawyer
FY21	March	\$ 5,844.54	Lawyer
FY22	June	\$ 5,465.25	Lawyer
FY22	Sept	\$ 5,130.50	Lawyer
FY22	Sept	\$ 4,800.00	Survey Fee
	Total	\$ 26,035.29	

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. 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. 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 – August 31, 2021

Fiscal Year 2022

Account and Cash Summary (End of Month Balances)

Operations Accounts

PNC Checking - Ending 9681	\$ 280,770.25
M.M. Savings - PNC - 6328	\$ 113,079.07
Business Checking - Bank of Ocean City - 5459	\$ 2,941.53
Petty Cash	\$ 93.92
	<u>\$ 396,884.77</u>

Reserve / Capital Accounts

MM Savings - Bank of Ocean City - 4468	\$ 239,336.55
Bank of Ocean City - Reserve CD	\$ 101,504.36
	<u>\$ 340,840.91</u>

Total Operations / Reserve Accounts **\$ 737,725.68**

Accounts Receivable / Payable Summary

Accounts Receivable

Accounts Receivable - Maintenance Fees		
0 - 30 Days	\$ (213.80)	
31 - 60 Days	\$ 107.09	
61 - 90 Days	\$ 1,793.10	
91 and Greater	\$ 24,508.93	
Total Maintenance Fees Receivable	<u>\$ 26,195.32</u>	Net Credits
Other Accounts Receivable	<u>\$ -</u>	
	<u>\$ 26,195.32</u>	

Accounts Payable **\$ 25,535.05** **\$6,956.43 as of 9/13/2021**

Operating Budget Expenses

Monthly Operating Budget Performance

Budgeted Expenses for Month	\$ 39,297.46
Actual Expenses	<u>\$ 36,511.58</u>
Under / Over Budget for Month	\$ 2,785.88

Annual Operating Budget Performance

Annual Budgeted Expenses to Date	\$ 135,598.04	\$ 415,187.82 Annually
Annual Expenses to Date	<u>\$ 119,965.45</u>	
Under / Over Budget for Year	\$ 15,632.59	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	<u>\$ 60,000.00</u>
	<u>\$ 407,636.17</u>

Planned Projects FY22

	Budget / Estimate	Spent
Boat Ramp- I - West Side Renovation	\$ 65,000.00	\$ -
WoodPiling- Club House - Marina Area	\$ 101,000.00	\$ -
Boat Ramp Survey and Legal remaining expense	\$ 25,000.00	\$ 15,395.75
Office Computers / Technology Update	\$ 4,000.00	\$ 4,398.00
Capital / Reserve Contingency	<u>\$ 19,100.00</u>	<u>\$ -</u>
Total Projected FY22 Capital Expenses	\$ 214,100.00	\$ 19,793.75

Projected Capital / Reserve ending balance May 31, 2022	\$ 193,536.17	\$ 161,932.18	LRP Model
		\$ 31,603.99	LRP Overage