

Residents and Members of Swann Keys Civic Association,

After a long winter of COVID, masks, restrictions and bad weather, Spring is finally here! Your entire Board is excited about all that is planned for the upcoming season. We have finalized our Pool / Lifeguard contract and will be approving it today. We received bids for the services and the contract will be awarded to Premier Pool and Lifeguards for \$34,500.00. The next closest bid was \$12,953.00 higher. Premier has been our vendor for many years and have assured us that many of the issues with lifeguards last year are addressed. The pool will open on Memorial Day Weekend according to plans. Please see the Pool Schedule that is posted on the Swann Keys Web Site for details. As in past years, there is a special schedule until Sussex County Schools are out for the summer. We will be operating 11am to 7pm – 7 Days a week once fully open.

Congratulation to the entire Swann Keys Community. You have made the news. On March 11th, 2021, Coastal Point Newspaper published an article titled "Swann Keys community pulls together during the pandemic". The article was very positive and highlighted the "fondness among neighbors in the community". The article is currently on the Coastal Point and Swann Keys Website. Positive press is always good.

Our Well Allocation Permit, which was issued in 1992, expires in August. I have been working with the State of Delaware, Division of Water Engineers on completing the new permit. The permit runs for 30 years and not to my surprise it is this year's Board that has to renew the permit. There is significant paperwork required. Working with Sharp Culligan and our water engineer we should have no issue getting the renewal of the permit. Our water plant and usage all align with State guidelines.

The Board of Directors Elections packets are being prepared by our Elections Monitor John Koach. They will be mailed to the community when John Koach has completed all of his work. I cannot over emphasize the importance of this year's election. You have seen, over the last year, the results of a Board that works together for the betterment of the community. This year's Board is extremely proud of their 50+ accomplishments. Swann Keys, you will decide, do we continue the progress or return to the days of controversy and turmoil.

After many months of work, we are happy to report that we are in the final phases of negotiations with the property owners adjoining the Boat Ramps. We have "Corrective and Confirmatory Boundary Surveys" completed. These surveys, revised deeds and documentation will be presented to the property owners impacted for their review. The properties are being marked for owners review and we will make any final adjustments that are required. After that we, will ask for signatures on the packages and the next step is to get signoff from Sussex County P&Z office for approval of their recordation. Once that is approved the documents will be filed with county and we are done. Anyone who does not agree to proceed will proceed to the next legal phase of resolution. I want to personally thank Robert & Jessica Duffy, Bill & Linda Mattern, Marcia & Russell Shaffer and Sharon Manning for working with us up to this point. This has been a very stressful time for all. They have the best interest of the community and their properties in mind. Please, Please if you see any of them make a special point to say "Thank You". The boat ramp issues was not caused or initiated by them. The entire community now knows who and what started this issue. The individual that started this issue is for some reason running for the Board this year.

If all goes according to plan, we will continue work on the West Side Boat Ramp renovations. We have been working with Ted Mercer the owner of Kingfisher Marine Environmental and Construction on the design and proposed construction. Ted is a former DNREC engineer and now the owner of a highly respected construction company. They are known across the country for their marine construction projects. We are looking at a state of the art system of concrete panels and poured concrete that will replace the current structure. New fencing, electronic lift security gate, bulkheads are all part of this project. We are pleased that our current estimates are in alignment with our Long Range Plan and budgeted numbers. This project will not begin until late fall. We will keep everyone informed of our progress, bid process and proposed solution. We are assured that we are designing a 40+ year boat ramp.

Unfortunately, on March 5th there was a post on NextDoor that upset many in the community. The post was related to our Boat Ramps. The post was grossly inaccurate, hurt residents and was a demonstration of inappropriate, poor social media behavior. The post attempted to resurface an issue from 2008 which divided the community. Vanessa and I produced a video about the current situation at the boat ramps and posted it to the community. Within the first 2 days it received over 361 views. The response from the community was overwhelming. I would like to thank all for your supportive comments, history lessons about past activities and your willingness to support the current board moving forward. The behavior and techniques demonstrated during the post are baffling. The person that made the post is running for the Board this year and is fully supporting the individual that started our Boat Ramp issue. The only recommendation I can make to this individual is "if you want to be on the Board of a community don't throw dynamite on it". This was a sad event, but I can't say it's the first time we have had to address this type of issue. We have compiled a full analysis of what was posted, how almost all of the fact present were false and how it actually harmed residents. This is included in this month's meeting notes for all to see.

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. Now that it is election time, please visit LOVESWANNKEYS.COM for the "Move Forward" Committee's recommendations and facts around the election. Incumbency has its advantages. Looking forward to working with all of you on shaping the future of Swann Keys.

Respectfully submitted
Jeff Markiewicz,
President, SKCA 2020/2021,
Jeffm.swannkeys@gmail.com

CLUB HOUSE NOTIFICATION - EFFECTIVE February 19, 2021

December 3, 2020

WILMINGTON, Del. – Governor John Carney and the Delaware Division of Public Health (DPH)

Governor Carney and DPH will institute a universal mask mandate statewide, requiring Delawareans to wear a cloth face covering anytime they are indoors with anyone outside their immediate household. Delaware has had a public mask mandate since April 28, requiring Delawareans and visitors to wear a cloth face covering in public settings where social distancing is not possible.

December 10, 2020

WILMINGTON, Del. – Governor John Carney on Thursday signed the fourth revision to the omnibus emergency order, announcing additional restrictions to confront the winter surge of COVID-19 hospitalizations in Delaware. Additional restrictions include: Indoor gatherings at businesses or indoor spaces open to the public must be limited to the lesser of 30 percent of the venue's stated fire capacity, or 10 people.

January 8, 2021

WILMINGTON, Del. – Governor John Carney on Friday signed the fifth revision to the omnibus emergency order, continuing the restrictions, including the Stay-at-Home advisory and universal indoor mask mandate, to combat the increase in COVID-19 hospitalizations in Delaware. Beginning today, the 10 p.m. curfew at Delaware restaurants and bars will be lifted, but establishments still must have signage prominently displayed on the table stating that parties must be from the same household and share messaging on masking compliance.

February 12, 2021

*Indoor Gatherings/Events: All gatherings or events held within any business or indoor space open to the public (including, but not limited to: food and drink establishments; commercial lodging; convention centers; houses of worship; pools; senior centers; and those in parks and recreation facilities or at facilities without a stated fire code occupancy) shall comply with the gathering requirements set forth by this Twenty-Seventh Modification. **Indoor gatherings or events at any business or indoor space open to the public of up to the lesser of thirty percent (30%) fifty percent (50%) stated fire occupancy or ten (10) people** (e.g. weddings and receptions, graduations, birthday parties, funeral receptions, etc.) and private indoor gatherings or events of up to ten (10) persons (e.g. dinner parties, house parties, birthday parties) are permitted in Phase 2 under the following conditions:*

February 16, 2021 - Delaware Health Safety Protection Officer statement to Swann Keys via email:

"The current mandate still only allows 10 people for an indoor gathering."

February 19, 2021 Governor changed indoor open to public limit to 25

SKCA Guidelines for COVID-19.

Community Center

Open for Board of Directors Meetings and special requests that must be submitted to the Board of Directors.

Club House

Since these are strong advisories and not mandates, the Club House can remain open until further notice.

ALL USERS OF THE FACILITY MUST FOLLOW PUBLISHED SANITIZATION PROCEDURES IN ADDITION TO THE PROFESSIONAL SANITIZATION SERVICES THAT ARE IN PLACE.

EFFECTIVE DECEMBER 14TH, ALL USERS OF CLUB HOUSE ARE REQUIRED TO WEAR FACE MASKS ACCORDING TO THE ADVISORY AT ALL TIMES.

NO MORE THAN 25 PEOPLE CAN BE IN THE CLUB HOUSE AT ANY TIME.

STAY SAFE AND HEALTHY DURING THESE DIFFICULT TIMES. SIGNS HAVE BEEN POSTED AT THE ENTRANCE OF THE CLUB HOUSE.

SKCA Office

The office is open for business but remains closed to visitors. Residents / Owners needing to do essential business may call the office to coordinate document exchanges and other activities that require entry into the office. Strict adherence to the COVID-19 Guidelines are in place.

Financial Snapshot

February 2021 / Fiscal Year 2021

Account and Cash Summary			
Operations Accounts			
PNC Checking - Ending 9681	\$	92,199.49	
M.M. Savings - PNC - 6328	\$	116,460.87	
Business Checking - Bank of Ocean City - 5459	\$	2,208.83	
Petty Cash	\$	200.00	
		\$ 211,069.19	
Reserve / Capital Accounts			
MM Savings - Bank of Ocean City - 4468	\$	124,327.40	
Bank of Ocean City - Reserve CD	\$	101,504.36	
		\$ 225,734.36	
Total Operations / Reserve Accounts		\$ 436,803.55	
Accounts Receivable / Payable Summary			
Accounts Receivable			
Accounts Receivable - Maintenance Fees			
0 - 30 Days	\$	-	
31 - 60 Days	\$	-	
61 - 90 Days	\$	-	
91 and Greater	\$	6,293.05	
Total Maintenance Fees Receivable	\$	6,293.05	
Other Accounts Receivable	\$	-	
		\$ 6,293.05	
Accounts Payable		\$ 9,549.24	
Operating Budget Expenses			
Monthly Operating Budget Performance			
Budgeted Expenses for Month	\$	34,355.00	
Actual Expenses	\$	32,337.14	
Under / Over Budget for Month	\$	2,017.86	Under Budget
Annual Operating Budget Performance			
Annual Budgeted Expenses to Date	\$	309,195.00	\$412,260.00 Annually
Annual Expenses to Date	\$	287,637.39	
Under / Over Budget for Year	\$	21,557.61	Under Budget for FY2021
Annual Capital / Reserve Projects Performance			
Capital / Reserve beginning balance June 1, 2020 \$ 297,758.98			
Planned Projects	Budget / Estimate	Revised	Spend
Boat Ramp- I - West Side	\$ 27,000.00	\$ -	\$ -
WoodPiling- Club House - Marina - Phase 1	\$ 37,000.00	\$ -	\$ -
Completion Water Plant Upgrades (1/2 Cost)	\$ 68,196.00	-	\$ 68,196.00
Swimming Pool Sand Filter - Phase 1	\$ 1,230.00	\$ -	\$ -
Capital / Reserve Contingency	\$ 10,250.00	\$ 7,750.00	\$ 2,500.00
Unplanned Project			
Boat Ramp Legal Fees (thru March 10, 2021)	\$ -	\$ -	\$ 10,639.54
Pintail Lift Covers	\$ -	\$ -	\$ 4,975.00
Totals	\$ 143,676.00	\$ 7,750.00	\$ 86,310.54
Under / Over Budget	\$ 57,365.46	Under Budget	
Capital / Reserve Fund Estimated May 31, 2021 \$ 223,838.86			

#	Item	Notes	Lead	Status
1	Pool, Park Club House	<ul style="list-style-type: none"> Pool Closed for season Park and Club House remain open. 	Jeff Markiewicz	DONE
2	Water Plan Renovations	<ul style="list-style-type: none"> Renovations Completed – Monitoring and adjustments ongoing 	Bill Althoff	DONE
3	New Accounting Software and Chart of Accounts Installed	<ul style="list-style-type: none"> Continue to make adjustments – Steady state at this point. 	Wilma Denton	DONE
4	Lift Station & Power in Canals	<ul style="list-style-type: none"> DEC Power Project is on hold per DEC. Need to explore Power Conversion for stations. 	Ronnie Young	ACTIVE
5	Lift Station Covers	<ul style="list-style-type: none"> Prototype completed – installed on Pin Tail will monitor how it works 	Ronnie Young	DONE
6	Boat Ramp Signage	<ul style="list-style-type: none"> Installed 	Ronnie Young	DONE
7	No Wake Signage	<ul style="list-style-type: none"> Several signs install – will be installed in spring. 	Ronnie Young	ACTIVE
8	New West Side Boat Ramp	<ul style="list-style-type: none"> Planning continues with Marine Engineer/Construction Company After legal issues are resolved, proposals, drawings will be completed Construction is tentatively scheduled for late fall of 2021 	Ronnie Young Jeff Markiewicz	ACTIVE
9	Bulkhead Replacement Community Center	<ul style="list-style-type: none"> Contract awarded for Section 1 – Laws Point Road Side Contract for Sections 2 and 3 dependent upon FY22 Budget Approval Work to being September 2021 	Ronnie Young	ACTIVE
10	Community Survey	<ul style="list-style-type: none"> Closed Survey on Aug 17th. Present to BOD and Community on Sept 20th. 	Lori Monroe	DONE
11	Long Range Planning Committee	<ul style="list-style-type: none"> Long Range Plan Completed 	LRPC	DONE
12	Residents Checks	<ul style="list-style-type: none"> Continues – Great work Dan 	Dan Cavanaugh	DONE
13	Energy Usage Study	<ul style="list-style-type: none"> With new COA we can now track energy usage more effectively. Review options for Energy Savings – ie: why do we cool large areas 24/7 		DEFER
14	Web Site Management	<ul style="list-style-type: none"> Have started self-posting content 	Tom Tompkins Jeff Markiewicz	DONE
15	Image and Identity	<ul style="list-style-type: none"> New format for communications pieces Redesign of News Letter Templates Defer till 2021/2022 Board of Directors 		DEFER
16	Dog Bag Stations	<ul style="list-style-type: none"> Installed 	Bill Althoff	DONE
17	Community Communications Plan	<ul style="list-style-type: none"> Work started almost finalized by Tom and BOD Will be shared with the community soon. Excellent Job! Tommy. 	Tom Tompkins	DONE
18	OneCall EMAIL Notifications	<ul style="list-style-type: none"> Enable / Built OneCall Email Notifications Sync up and ask community for emails address updates. Took significant work but all is in place. Still soliciting email addresses. 	Jeff Markiewicz	DONE
19	Build Online Customer Portal for Residents	<ul style="list-style-type: none"> Forms Online for (1) Communications to Staff / BOD (2) Maintenance Requests (3) BOD Nominations 	Jeff Markiewicz	DONE

2020/2021 Board of Directors Summary of Community Accomplishments Since May 17th, 2020

1	Implemented Daily Proper Checks
2	Removed dangerous Putt Putt Course
3	Started weekly Operations Meetings with Staff and Leaders
4	Started monthly Community Update Videos and President Reports to community
5	Designed, Conducted and Compiled Community wide Survey – Released on 9/20
6	Implemented new processes for Cash Reimbursements
7	Changed Petty Cash Processes
8	Installed new Accounting Software / System
9	Converted all historical Accounting Transactions
10	Implemented new Payments Approval Processes
11	Designed / Implemented new Chart of Accounts
12	Implemented new “Financial Snapshot Report” for the community
13	Provided detailed Financial Summaries / Treasurers Report Timely
14	Reconciled Check Book / Payments back 10 years +.
15	Started Webex / Teleconference for Board and other meetings
16	Updated / New Community Center Rental Contract
17	Installed new Security System for Office to protect sensitive resident information.
18	Installed / Repaired new Security Cameras
19	Began regular meetings with Shady Park Property Manager
20	Completed Water Upgrade Project
21	Started Boat Ramp and Marina Replacement Projects
22	Developed all Documentation, Signage and Procedure required to open Covid Safe Facilities
23	Opened Pool, Park and Community Center on July 8 th , while many communities closed
24	Updates to Sewage Lift Stations (Doors, Guiderails, Power)
25	Started process to rewire / reconfigure all West Side Sewage Lift Stations
26	New Boat Ramp Signage / No Wake Signage Installed
27	Started routine cutting of Laws Point Drainage Ditches
28	Installed Commercial Grade / Kid Safe Mulch in Playground
29	Updated Basketball, Volleyball, Horseshoe Pits
30	Web Site / Timely Postings of News and Events
31	Dispatched team for Safety and Property Damage Notification during Tropical Storm Isaias
32	Removed dangerous pool chairs / equipment from pool area
33	Developed Covid procedures for Clubhouse Fall opening
34	Continued Wellness Checks
35	Assisted Property Owners who were quarantined with finding vendors for maintenance / lawn care
36	Introduced new community engagement activities, Picture, Sign Contests
37	Passed Motion to add consistency with SK Common Area Parking – No parking on Marina Grass
38	Installed Pet Bag Stations in critical areas
39	Responded to urgent Laws Point Road power replacement project
40	Formed Long Range Planning Committee / Completed work on SK Long Range Plan
41	Synchronized QuickBooks, Survey and OneCall Customer Information
42	Developed a BOD and Community Communications Plan
43	Implemented OneCall Email Updates to the Community – Synchronized email addresses in OneCall
44	Developed and Implemented Residents Online Portal Forms for better communications on SK Web Site
45	Developed options for retaining ownership of community Boat Ramps. Continues
46	Addressed December 2020 COVID-19 Surge following Governor Strict Guidelines – Club House remains open
47	Follow new Budgeting Process to more accurately track and develop the FY22 Budget – Opened meeting to residents
48	Planning for Spring COVID compliant opening of Pool 2021 with Lifeguards
49	Promoted community via interviews and Coastal Point Newspaper publishing article about community
50	Completed Water Allocation Permit process (required every 30 years)