

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>August, 2020 Meeting Minutes for Approval</li> <li>Motion and Second / is needed. Vote is not necessary</li> <li>Minutes of August 2020 Minutes will be filed.</li> </ul>	Jeff Markiewicz, President	2
	4	Covid-19 Announcement	<ul style="list-style-type: none"> <li>Meeting Changes for Covid-19 – In Person / Webex</li> </ul>	Jeff Markiewicz, President	1
	6	NEW DEC Power Replacement	<ul style="list-style-type: none"> <li>Delaware Electric Cooperative</li> <li>Laws Point Road – Project</li> <li>Guest speaker invited to meeting via Webex</li> </ul>	Steve Hoffman, DEC Project Supervisor	20
	7	Presidents Report	<ul style="list-style-type: none"> <li>Presidents Report</li> <li>Summary of Accomplishments in 126 Days</li> <li>Critical Path Project Review</li> </ul>	Jeff Markiewicz, President	10
	8	Treasurers Report	<ul style="list-style-type: none"> <li>Update on QuickBooks Online</li> <li>Treasurers Report – August 2020 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	5
	9	New Board Business	<ul style="list-style-type: none"> <li>Community Center Status – BOD</li> <li>Survey Results Review – Lori Monroe</li> <li>Other new items</li> </ul>	Board of Directors	15
	10	Committee Reports	<b>New Procedure</b> <ul style="list-style-type: none"> <li>Reports to be submitted on Wednesday prior to meeting</li> <li>Will be compiled and included with agenda and financial report</li> </ul>	Jeff Markiewicz, President	1
<ul style="list-style-type: none"> <li>Water Committee - Bill Althoff</li> <li>Audit &amp; Budget - Co-chairperson: Kathy Berkheimer / Jeff Markiewicz</li> <li>Beautification - Chairperson, Bill Althoff</li> <li>Bylaws - Chairperson: Lori Monroe</li> <li>House / Clubs Liaison - Chairperson: Eddie Edwards</li> <li>Ladies Auxiliary: President Cass Cavanaugh</li> <li>Sports Club: President Butch Wienhold</li> <li>Maintenance - Chairperson: Ronnie Young</li> <li>Nominations / Elections - Liaison: Wilma Denton</li> <li>Publicity / Communications / Survey - Chairperson: Lori Monroe</li> <li>Recreation - Chairperson: Jeff Markiewicz</li> <li>Security - Chairperson: Ronnie Young</li> </ul>			Committee Chairpersons	15	
	11	Community Input	Community Questions, Comments, Input	Community	10
	12	Call to Adjourn	Motion, Second, Adjourn	Jeff Markiewicz, President	1

### Residents and Members of Swann Keys Civic Association.

On September 15, 2020, Swann Keys Civic Association was notified of immediate work to replace electrical services to the East side of Laws Point Road. After a recent outage, Delaware Electric Cooperative Engineers reviewed our power and determined work must start immediately. This work involves moving all power lines and supply equipment from the rear of properties to the front. We have asked Mr. Steve Hoffman, DEC Project Supervisor to speak at our September 20<sup>th</sup>, 2020 BOD Meeting. Details of changes are on SK web site in Blue Section.

The SKCA Staff and Board of Directors would like to thank all residents and visitors to our Pool and Park over the last few months for following all of the COVID-19 Guidelines, completing waiver forms and following State and Federal rules for protection. Our Pool had over 2100 visitors between July 1<sup>st</sup> and September 8<sup>th</sup>. Over 350 residents and guests completed our COVID-19 Waiver Forms. The entire community responded well to the pool sanitization rules and session closures. We had challenges this year with the Contracted Lifeguards and Monitors. Despite the numerous issues, our Pool/Lifeguard Management Company remained responsive to all of our issues. The net result was, we kept our residents and guest safe and did not have to close the pool at any time. Angela Forry, Beachside Cleaning, was absolutely wonderful. She did not miss a single sanitization session and was consistently on time during the 30 minute sanitization periods. Unfortunately, we did have 2 incidents that involved volunteers/residents that were raised to the Board of Directors. One issue is fully resolved and the other resident has been given an opportunity to meet with the Board Executive Committee but has declined to date.

The pool closed on September 8<sup>th</sup> for the season. The Clubhouse, Park and Playground remain open at this time. Guidelines are posted, group leaders are identified and we will exercise the same level of COVID caution that has been keeping the community safe since the beginning of the crisis. Our original Cleaning Contract has been active and there are no additional cleaning costs being paid associated with the new service levels for sanitization of the Clubhouse. (excludes Community Center which is closed)

On August 29<sup>th</sup>, several Board Members met with residents that were interested in using the Community Center for Pickleball and other activities. After the meeting the Dance and Yoga groups decided to defer their activities until at least January 2021. Pickleball Players are now faced with a new challenge related the Governor Carney's, 26<sup>th</sup> Modification to the State of Emergency on September 1, 2020. (See Attached). This modification calls out specific requirements for indoor sports which make opening the Community Center for Pickleball more difficult. Per the Board of Directors Motion in June, the large Community Center remains closed at this time.

We will continue with the current Board of Directors Meetings format and use of webex. 57% of Survey responses indicated they would use the Webex/Conference Line in the future. We WILL open the meetings up for residents and guests as soon as Covid restrictions are relaxed. We will also continue with Webex/Conference Calls moving forward. .

Under the Leadership of Wilma Denton, and our Accountant, work on the conversion of our Accounting Software to QuickBooks Online is just about complete. This new software will save us significant money by not having our accountant travel to the office each time changes are required. In addition, this software will allow Wilma and me, to continually monitor financial postings and changes. Wilma and I are reviewing every payment request and are reviewing expenses weekly. Our new Weekly Operations Staff Meetings continue each Monday at 10:00am.

Our Community Survey was completed in the last month. We have had a very strong responses to the survey. Approximately, 40% of residents participated in the survey. Typically, surveys such as this receive a 5% to 30% response. The survey closed on August 17<sup>th</sup>. Paper surveys were entered into the system at that time by an impartial party. The survey in its entirety will be released to the community today.

We are very happy to report that our Water Plant Renovations are complete. The new system and monitoring is performing very well. Water quality is at an all-time high. There have been NO outages or water quality issues since our last Board Meeting.

Work on our Capital / Reserve Projects continues. Projects include (1) Replacement of west side boat ramp (2) Marina Bulkhead replacement (section 1) and more. These projects require significant preparation work and will hopefully show visible progress by mid-fall 2020. Various other work continues throughout the community. Work of improving sewage lift stations, grounds, road repairs and many others are just a few areas where we are working hard to improve the community.

In summary, COVID-19 and Tropical Storm Isaias has presented many nuances to the 2020/2021 Board of Directors. The new Board is working very well together for the betterment of the community. Your entire Swann Keys Board of Directors have worked tirelessly over its 1<sup>st</sup> 126 days of being in office. I thought it may be helpful for the community to see the list of accomplishment made by the Board over such a short period. (See Attached)

**“Managing the Future of Swann Keys, and not its decline”**

**Respectfully submitted**

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

2020/2021 Board of Directors  
**Summary of Community Accomplishments**  
 Since May 17<sup>th</sup>, 2020  
 “ 126 Days “

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 <sup>th</sup> , 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	Started data gathering for Community 10 year plan

**Account and Cash Summary**

<b>Operations Accounts</b>	
PNC Checking - Ending 9681	\$ 274,240.86
M.M. Savings - PNC - 6328	\$ 70,907.84
Business Checking - Bank of Ocean City - 5459	\$ 4,296.20
Petty Cash	\$ 108.85
	<u>\$ 349,553.75</u>
<b>Reserve / Capital Accounts</b>	
MM Savings - Bank of Ocean City - 4468	\$ 196,337.96
Bank of Ocean City - Reserve CD	\$ 101,504.36
	<u>\$ 297,842.32</u>
<b>Total Operations / Reserve Accounts</b>	<u>\$ 647,396.07</u>

**Accounts Receivable / Payable Summary**

<b>Accounts Receivable</b>		
Accounts Receivable - Maintenance Fees		
0 - 30 Days	\$ 310.53	
<b>31 - 60 Days (FY21 Maint. Fees)</b>	<b>\$ (1,220.50)</b>	
61 - 90 Days	\$ (25.00)	
91 and Greater	\$ 36,553.59	
Total Maintenance Fees Receivable	<u>\$ 35,643.53</u>	
Other Accounts Receivable	\$ -	
	<u>\$ 35,643.53</u>	
<b>Accounts Payable</b>	<b>\$ 91,087.07 &gt;&gt;&gt;</b>	<b>\$68,196 of AP is Sharp Water</b>

FY 21 Maintenance Fee Performance	
FY21 Annual Fees	\$ 545,400.00
FY21 Collected	\$ 500,087.45
Total Due	\$ 35,643.53
% Collected	92%

**Operating Budget Expenses**

<b>Monthly Operating Budget Performance</b>		
Budgeted Expenses for Month	\$ 38,001.00	
Actual Expenses	<u>\$ 31,697.99</u>	
<b>Under / Over Budget for Month</b>	<b>\$ 6,303.01</b>	<b>Under Budet for Month</b>
<b>Annual Operating Budget Performance</b>		
Annual Budgeted Expenses to Date	\$ 114,003.00	
Annual Expenses to Date	<u>\$ 101,258.39</u>	
<b>Under / Over Budget for Year</b>	<b>\$ 12,744.61</b>	<b>Under Budet for FY2021</b>

**Annual Capital / Reserve Projects Performance**

<b>Capital / Reserve beginning balance June 1, 2020</b>	<b>\$ 297,758.98</b>		
<b>Planned Projects</b>	<b>Budget / Estimate</b>	<b>Revised</b>	<b>Spend</b>
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	\$ 10,250.00	\$ -
<b>Unplanned Project</b>			
Project 1	\$ -	\$ -	\$ -
Project 2	\$ -	\$ -	\$ -
<b>Totals</b>	<b>\$ 143,676.00</b>	<b>\$ 78,446.00</b>	<b>\$ -</b>
<b>Under / Over Budget</b>	<b>\$ 143,676.00</b>	<b>Under Budget</b>	
<b>Capital / Reserve Fund Estimated May 31,2021</b>	<b>\$ 154,082.98</b>		

## Community Critical Path Projects / Tasks

#	Item	Notes	Lead	Status
1	Pool, Park Club House	<ul style="list-style-type: none"> <li>Pool Closed for season</li> <li>Park and Club House remain open.</li> </ul>	Jeff Markiewicz	
2	Water Plan Renovations	<ul style="list-style-type: none"> <li>Renovations Completed – Monitoring and adjustments ongoing</li> </ul>	Bill Althoff	DONE
3	New Accounting Software and Chart of Accounts Installed	<ul style="list-style-type: none"> <li>Wrapping up all conversion work and new reports.</li> </ul>	Wilma Denton	
4	Lift Station & Power in Canals	<ul style="list-style-type: none"> <li>Meetings with boring company and electricians completed.</li> <li>New DEC Power Line installs changes this project significantly.</li> </ul>	Ronnie Young	
5	Boat Ramp Signage	<ul style="list-style-type: none"> <li>Installed</li> </ul>	Ronnie Young	DONE
6	No Wake Signage	<ul style="list-style-type: none"> <li>Several signs install – others being prepped and install soon</li> </ul>	Ronnie Young	
7	New Boat Ramp	<ul style="list-style-type: none"> <li>Need survey of property – Survey Company selected – 6 quotes received</li> <li>Review options – Wood vs. Composite, Concrete Options</li> <li>Need meeting with adjoining property owners</li> <li>Need refreshed quotes / bids after drawings are ready</li> <li>Begin Construction – Mid October 2020 – Close ramp for winter</li> <li>Ready Spring of 2021</li> </ul>	Butch Wienhold Ronnie Young Bill Althoff	
8	Bulkhead Replacement Community Center	<ul style="list-style-type: none"> <li>Need survey of property</li> <li>Need refreshed quotes / bids after drawings are ready</li> <li>Begin Construction – Mid October 2020 – Close ramp for winter</li> </ul>	Butch Wienhold Ronnie Young Bill Althoff	
9	Community Survey	<ul style="list-style-type: none"> <li>Closed Survey on Aug 17<sup>th</sup>.</li> <li>Present to BOD and Community on Sept 20<sup>th</sup>.</li> </ul>	Lori Monroe	
10	Long Range Planning Committee	<ul style="list-style-type: none"> <li>Establish Committee</li> <li>Align Reserve Study to Plan</li> <li>Compile results</li> <li>Present to Community</li> </ul>	To be determined	
11	Restart Residents Checks	<ul style="list-style-type: none"> <li>Continue</li> </ul>	Dan Cavanaugh	
12	Energy Usage Study	<ul style="list-style-type: none"> <li>With new COA we can now track energy usage more effectively.</li> <li>Review options for Energy Savings – ie: why do we cool large areas 24/7</li> </ul>	Bill Althoff ??? Other ???	Not Started
13	Web Site Management	<ul style="list-style-type: none"> <li>Have started self-posting content</li> </ul>	Tom Tompkins Jeff Markiewicz	DONE
14	Image and Identity	<ul style="list-style-type: none"> <li>New format for communications pieces</li> <li>Redesign of News Letter Templates</li> <li>Explore Monthly Update to community</li> <li>Develop Communications Matrix</li> </ul>	Tom Tompkins	Not Started
15	Dog Bag Stations	<ul style="list-style-type: none"> <li>Installed</li> </ul>	Bill Althoff	DONE

## Swann Keys Civic Association July 2020 Community Survey Overview

Thank you to all of the residence who took the time to complete the July 2020 Community Survey! We value your input. The survey ran from late July to mid-August with 138 completing the survey online with an additional 10 paper surveys submitted which have been incorporated into the following metrics. While there is always room for improvement the community gave our pool/pavilion area, common area maintenance, office staff and maintenance staff 4+ stars (out of 5) and find the newsletter informative. Some areas the community feels we need improvement are: pool/club house bathrooms (this project is already allotted for in the reserve study), some weekend hours for the office, making newcomers feel more welcome and included and suggestions for future surveys to include additional options to make the survey more personally relevant.

### Participation Summary

- 345 viewed the survey online
- 243 started the survey online (606 lots divided by 243 started = 40% start rate)
- 148 completed the survey (138 online + 10 paper copies)
  - 61% completion rate of those who started the survey (148 divided by 243)
  - 24.4% of 606 lot owners completed the survey (148 divided by 606)
- Average time to complete the survey 15 minutes

### Some Basics

- 27.5% of respondents have been owners for over 10 years
- Primary property use: 58% part time residence (without rental) and 35% full time residence
- 79% of owners are over the age of 55 (52% 56-70, 27% over 71)
- Communication Preference for Urgent Info: One Call (73%) followed by Text (19%)
- 46% have volunteered in the past, but only 29% indicated they would volunteer in the future. 50.6% responded were undecided if they would volunteer in the future.
- 75% would like to receive copies of the Board of Directors meeting minutes
- 63.7% have seen the President's videos and the majority of the comments reflected they found them informative, eventhough a bit lengthy, but contained good information that made them feel more connected to what is happing in our community.
- The option for residence to attend monthly Board meetings via teleconference appeals to over 65% of respondents
- The community has a strong interest in seeing more detailed financials, particularly with YTD performance compared to budgets for both the Operating Budget and the Reserve Study spending.



## Community & Facilities

- Our community and facilities overall scored an average of 3.6 stars (out of 5)
- Water Plant upgrade received a 3.9 overall score water quality, fewer outages and worthwhile investment
- Wide variety of outdoor activity interests: Top 2 scores – Corn Hole & Horseshoes, Bottom 2 scores – Tether Ball & Tennis
- Wide range of interest in community activities. Top 5: Crab Feast, Bingo, Outdoor Family Movie Night, Yoga Classes, Wine Tastings
- Other community interests: indoor gym and happy hours

## COVID-19 Related

- 70% of respondents agreed with the delayed open of the pool
- 42.7% believe the additional pool operations costs due to COVID-19 should be paid out of the contingency funds
- 40% of respondents had used the pool during COVID-19 restrictions
- Overall check in process and pool operations received a 4.39 star rating (out of 5)
- 74% of respondents agree that additional COVID-19 related cleaning costs for the large community center room should be the responsibility of the group/club using that portion of the facility.

## The Survey Itself

- Over 70% were satisfied or very satisfied with the content of the survey
- 68% were happy with how long it took to complete the survey
- 98% are willing to participate in future surveys.

Once again, thank you all of the community members who participated. Hearing from the community helps guide the Board to fulfill its objective as stated in our Articles of Incorporation “to promote, advance and protect the community interests of the lot owners of Swann Keys”. Your input is truly valuable!

The survey results will be reviewed by each of the committees with regard to their area of responsibility and make recommendations to the Board to address concerns and propose improvements to be included in future budgets.

I appreciate all of the feedback regarding the survey itself and hope to incorporate as many suggestions as possible into future surveys. If you are interested in being involved in developing the content for future surveys, please email me at [LoriMonroe@comcast.net](mailto:LoriMonroe@comcast.net) to join the survey committee.

Respectfully,  
Lori Monroe  
Survey Committee Chair  
2020/2021 Board of Directors

**COMPLETE SURVEY RESULTS ARE ON THE SWANN KEYS WEBSITE UNDER RESIDENTS UPDATES**



## Twenty-Sixth Modification: State of Emergency Declaration

**NOW, THEREFORE, I, JOHN C. CARNEY**, pursuant to Title 20, Chapter 31 of the Delaware Code, to control and prevent the spread of COVID-19 within the State of Delaware, do hereby order that the COVID-19 State of Emergency declaration, as modified by the First through Twenty-Fifth Modifications and extended on April 10, 2020, May 8, 2020, June 6, 2020, July 6, 2020 and August 5, 2020, shall remain in effect until further notice, with the following modifications and additions effective September 2, 2020 at 8:00 a.m. E.D.T.:

### A. APPLICATION AND ENFORCEMENT.

1. **Application.** All youth and amateur adult sports facilities, organizations and leagues must review this document and follow all mandated terms for operation below. Every athletic facility and sport organization is responsible for enforcing these requirements.

2. **Schedules Incorporated.** In addition to the requirements found herein, attached to this modification are general guidance, risk-based specific considerations, and Division of Public Health-approved rule modifications. These documents will be updated, periodically, by the Division of Public Health (DPH) based on the latest science. Any mandatory requirements in those schedules have the full force and effect of law.

3. **Enforcement.** Fines or closure may be imposed upon facilities and organizations that do not abide by these requirements. Failure to comply with plans submitted to, and approved by, DPH will result in rescission of plan approval and further enforcement.

**B. DEFINITIONS.** For the purposes of this Twenty-Sixth Modification to the COVID-19 State of Emergency declaration, the following terms shall have the meaning described herein:

4. "High risk" means activities that involve sustained or repeated close contact of athletes with one another. Examples include ice hockey, basketball, tackle football, boys'/men's lacrosse, wrestling, boxing, rugby, competitive cheer, martial arts, ultimate frisbee, and pairs figure skating.

5. "Low risk" means activities that are either individual or able to be completed with adequate social distancing and no direct physical contact. Examples include singles tennis, golf, individual running and swimming, pickleball, disc golf, individual biking, surfing, horseback riding, individual sailing, fishing, hunting, motor sports, and singles rowing.

6. "Medium risk" means activities that involve participants in close proximity, and typically involve intermittent personal contact. Examples include baseball, softball, field hockey, girls'/women's lacrosse, soccer, flag or 7-on-7 football, team running, running clubs and track and field, team swimming, rowing (other than with household members), sailing, volleyball, dance class, fencing, and gymnastics.

### C. Submission and Approval of Plans.

1. Tournaments are not permitted until plans for the tournaments are approved by DPH. Tournament facilities shall submit plans to HSPcontact@delaware.gov for review. Plans must include a method to collect contact information for all players, staff, coaches, officials and spectators, as well as team rosters and game schedules to assist with contact tracing in the event of a COVID-19 infection.

2. Facilities, leagues or organizers that will host indoor sports, including leagues and tournaments, must have a plan approved by DPH. Plans must address face coverings, social distancing, ventilation, and other applicable requirements. Plans must also include a method to collect contact information for all players, staff, coaches, officials and spectators, as well as team rosters and game schedules to assist with contact tracing in the event of a COVID-19 infection. Plans shall be submitted by facilities to HSPcontact@delaware.gov.

3. Facilities, organizers or leagues that wish to modify the requirements for any high risk category activity may request to modify rules in order to prevent athletes from being in close proximity or direct contact with one another (e.g., USA Lacrosse Rule Modifications would allow boys' lacrosse to be in the medium risk category). Such facilities, organizers or leagues may also request face covering modifications. Rule or face covering modifications must be approved by DPH. Requests shall be submitted to HSPcontact@delaware.gov.

### D. FACE COVERINGS.

1. Athletes participating in high risk sports and activities must wear a face covering, as required by the Governor's Declaration of a State of Emergency, at all times unless rule changes or face covering modifications approved by DPH are in place to prevent athletes from being in close proximity or direct contact with one another, as discussed in Paragraph C.3., above.

2. Athletes playing medium and low risk sports may remove their face covering when active on a field of play but must wear it at all other times.

3. All athletes playing indoors must wear face coverings at all times, unless rule changes or face covering modifications approved by DPH are in place.

4. Coaches and all staff must wear a face covering at all times. This includes when addressing players or officials on or off the field, when coaching during the game, and during practices, trainings and team meetings.

5. Referees and officials must wear a face covering at all times. Traditional whistles must be replaced with a device that can be used for attention without removing the face covering.

6. Spectators and others must wear a face covering at all times while indoors. Spectators and others must also wear a face covering at all times while outdoors, unless seated and socially distanced, at least six (6) feet apart from others outside their household.

7. Coaches, staff and referees who have a medical condition that makes it hard to breathe or a disability that prevents the individual from wearing a face covering can request a reasonable accommodation from their employer or the individual responsible for the athletic event.

## E. SOCIAL DISTANCING.

1. Players must be at least six (6) feet apart from one another at all times, except during on-field play in game-time situations.
2. Dugouts, benches and other limited or enclosed gathering spaces must not be used unless six (6) feet of distancing can be maintained.
3. Players and coaches must be at least six (6) feet apart from one another at all times unless they are from the same household.
4. Players must be provided adequate space for belongings, water bottles and equipment to ensure six (6) feet of distancing when accessing gear.

## F. HAND WASHING, SANITIZING, CLEANING AND DISINFECTING.

1. Players, staff, coaches, officials and all participants in sports must wash hands or sanitize hands, per CDC and DPH guidelines, before and after practice and games. Washing or sanitizing during games and practices with shared equipment or facilities is strongly encouraged, especially when balls or equipment are touched by more than one person.
2. Hand sanitizer or hand washing stations must be readily available for all players, staff, coaches, officials, spectators and all participants throughout the business location, including at each entry and exit. Hand sanitizer must be composed of at least sixty percent (60%) ethanol or seventy percent (70%) isopropanol.
3. Facilities must be cleaned at least once per day (or between uses if not used daily). High contact surfaces, including but not limited to doorknobs, light switches, and railings, must be cleaned every fifteen (15) minutes to two (2) hours. EPA List 6 approved disinfectant must be used for frequently touched surfaces.

## G. GENERAL REQUIREMENTS.

1. All facilities, organizers and leagues, must identify a safety and hygiene manager who is responsible for coordinating and enforcing COVID-19 protocols. All coaches, staff, officials and families should know who this person is and how to contact them. Any plans submitted to DPH must identify this individual.
2. Coaches, staff, officials, parents and players must be informed and routinely reminded of team infection control measures and COVID-19 protocols – especially around face coverings and social distancing.
3. Coaches, staff, officials, parents and players must be informed about the expectation to stay home when sick, to contact the team safety and hygiene manager if they test positive for COVID-19, and to inform DPH about possible exposures.
4. A health self-assessment must be completed by each athlete, coach and staff prior to engaging in any athletic activity in a facility, organization or league.
5. Each athlete shall have only one person accompany them to practices or games. That person shall wear a face covering as required in Paragraph D., above, and be at least six (6) feet apart from others unless waiting in their car.
6. Teams and leagues must have written arrival and departure procedures that, at a minimum address:
  - i. Staggered arrival/departure to reduce mixing of groups;
  - ii. A procedure for health assessment for all athletes, coaches and staff; and
  - iii. A protocol to address a person who develops symptoms during activity.
7. Sports organizations and facilities must post extensive signage instructing staff, participants and spectators about required face coverings and maintaining six (6) feet of distance from others. Printable signs that will help you comply with signage requirements are available at [de.gov/playsafelysign](https://de.gov/playsafelysign).

**H. RISK-BASED REQUIREMENTS.** In addition to the requirements above, specific activities or sports will be classified according to risk, and organizers must conduct activities in accordance with the risk-based classification. For sports where the risk category has not been identified below, sports organizers must confirm the risk category with DPH at [HSPcontact@delaware.gov](mailto:HSPcontact@delaware.gov) prior to initiation of practices or competitions.

1. For low risk activities, if social distancing and other general guidance can be followed, no modifications are needed.
2. For medium risk activities, the following are required at all times:
  - i. Staggered starts must be used for sports like running that typically involve group starts.
  - ii. Activities must be conducted outside unless approved by DPH.
  - iii. Shared equipment must be disinfected between users.
3. For medium risk activities, shorter practice times or smaller groups shall be used to reduce contact time between participants.
4. For medium risk activities, the following rule and play modifications are required if face coverings are not worn at all times:
  - i. Deliberate, direct physical contact, including body checking, tackling, blocking, pack running/riding, must be eliminated.
  - ii. Rule changes must be in place to prevent close proximity or contact by replacing face-offs, restarts, etc., with alternatives that allow for social distancing.
5. For high risk activities, athletes must comply with the face covering requirements in Paragraph D.1., above, unless a rule or face coverings modification is approved by DPH. High risk activities may combine requests for rule modifications and face covering modifications with a cohort model. If a cohort model is used:
  - i. Each cohort must be limited to no more than fifteen (15) athletes, and the cohort should be maintained as a stable group with no mixing with other cohorts.
  - ii. Equipment should not be shared between cohorts. If sharing is unavoidable, e.g., mats, the equipment must be cleaned and disinfected between cohorts.
  - iii. Shorter practice times or smaller groups should be used to reduce contact time between participants.

**H. MISCELLANEOUS.** This Order has the force and effect of law. Any failure to comply with the provisions contained in a Declaration of a State of Emergency or any modification to a Declaration of the State of Emergency may constitute a criminal offense. 20 Del. C. §§ 3115 (b); 3116 (9); 3122; 3125. State and local law enforcement agencies are authorized to enforce the provisions of any Declaration of a State of Emergency.

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APPROVED this 1<sup>st</sup> day of September 2020 at 11:30 a.m.

John C. Carney  
Governor

**September 15, 2020 Update:**

- **Without prior notice, electrical crews showed up at 8:00 on 9/15 to begin replacement of main electrical lines on the East Side of Laws Point Road. A OneCall notice was sent immediately to residents by the President.**
- **What we have been told by Steve Hoffman, DEC Project Supervisor, the following:**
  - **The recent power failure on Laws Point Road brought Swann Keys Electric to the attention of the Delaware Electric Cooperatives engineers and planning team.**
  - **The engineers determined the power on the East Side of Laws point needed to be replaced as soon as possible.**
  - **The age of the service, numerous new service requests and danger of the power along the canals drove their decision.**
  - **DEC will begin boring in front of the properties on Laws point. The entire street east side.**
  - **DEC will be marking the locations of new power transformers on the street site today.**
  - **Eventually every home will need to be connected from the house meter to the street.**
  - **DEC will determine the location of any boring and trenching that will be needed.**
  - **DEC will be working in their power "right of ways".**
  - **Eventually the entire street will have a new power supply.**
  - **This work on the east side will take over a month to complete.**
  - **DEC will work with individual property owners on their issues.**
  - **Transformers along the canals will eventually be removed.**
  - **The entire community will eventually be reviewed by DEC.**
  - **The West side of Laws point is good for now.**
- **On Sunday, September 20<sup>th</sup>, 2020 at 10am, Steve Hoffman will attend our Board of Directors Meeting via Webex to discuss:**
  - **Current status of Swann Keys Electric.**
  - **Laws Point Road Outage and problem.**
  - **Permanent Fix to the problem.**
  - **Impact on properties and utility easements.**
  - **Benefits from the Upgrade / Replacement of lines.**
  - **Future streets.**

**PICKLEBALL PLAYING IN COMMUNITY CENTER**

**INITIAL MOTION AND APPROVE TO USE COMMUNITY CENTER FOR "COLD WEATHER" – RESIDENTS ONLY USE 2016 AND 2017 – INSURANCE AND LIABILITY ISSUE WAS NEVER ADDRESSED PER MEETING MINUTES SINCE 2016.**

**SWANN KEYS CIVIC ASSOCIATION, INC.  
BOARD OF DIRECTORS' MEETING  
SUNDAY – DECEMBER 11, 2016 [10:00 AM]**

**Officers:** President - Ronnie Young, Vice President - George Kirkley,  
Secretary - Carol Harper, Treasurer - Sharon Fantini, and  
Corresponding Secretary - Kathy Berkheimer

**Executive Board:** President - Ronnie Young, Secretary - Carol Harper,  
Treasurer - Sharon Fantini and two (2) elected Board Members:  
Bill Hutchison and Ron Wroblewski

**Meeting called to order by President Ronnie Young at 10:00 AM.**

Ron Wroblewski: Sure, okay. Bob Bauer did a little survey on Swann Keys Nextdoor and there are at least ten (10) people interested in playing "pickle ball". We were looking at something where we might be able to do it in this Community Center; these are balls that are used; this is the paddle - I don't think that it would break any windows or anything - it is a whiffle ball [if anybody played with them when they were kids] - it would be a portable court that we can setup in here to play - like I said, we have at least ten (10) people who are interested in playing during the winter. I had the opportunity to go down to Northside Park and they have six (6) courts down there with four (4) people on a court - that's twenty-four (24) people who are playing and there are at least twenty (20) people up in the stands who are waiting to play. So, I think there is an interest in here and we would just like to ask your permission to setup a temporary portable court inside here to play pickle ball during the cold months?

President Ronnie Young: Are you opening this up to anybody?

Ron Wroblewski: Right now, we just want to start with in here because I don't know if there are questions about liability - about bringing people in. We just want to see how it goes to start and then we can talk about what we want to do eventually, if it takes off. And, there is also a question about equipment to buy? So, probably for a few \$100.00 dollars we would be able to buy what we would need to setup for one (1) portable pickle ball court - and if it really takes off, I would like to Board to maybe re-imbure us; I think we are willing to put up the money initially for it - and then maybe the Recreation Committee could re-imbure us for the equipment if we have enough interest from the Community that we can play in here - and then during the summer we can setup outside and mark off the basketball court for a regular pickle ball court.

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Chuck Der: Ron, is this room adequate - Isn't there going to be more wear and tear in here?

Ron Wroblewski: It's not more wear and tear than people line dancing in here.

Susie Smith: This room is for people to use.

Mel Fetty: I think it is a great idea; the more use we can get out of this hall - the better.

Much discussion

President Ronnie Young: How much room do you need?

Ron Wroblewski: 22 x 40 - so if it is okay with the Board, we will probably start up with one (1) court setup.

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Susie Smith: You mentioned about insurance - when we did water aerobics, we signed a "waiver". Sharon and I made something up to use as a waiver, so I took that and put her name and Swann Keys on it so we could use it as a waiver for line dancing.

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Much discussion

Ron Wroblewski: First, we got to get permission from the Board to play indoor pickle ball. So, we need permission from the Board to use this facility for a pickle ball court - so before we go any further we have to.... - so I make a motion of asking the Board for permission....

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Ron Wells: The only thing that I want to say is - I think we should totally keep it "in house" and have just one (1) court just for us for our use because if it goes outside then we are going to need more courts and then it will become out of control.

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Ron Wroblewski: What's done down at Northside? People sign up and are waiting? The people who show up don't have to play right away; they could rotate in like they do down at Northside.

President Ronnie Young: Northside is a public park.

Ron Wroblewski: It's a public park, right.

President Ronnie Young: You've got to start out small with just the Community. Do you want to make a motion? 

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Ron Wroblewski: I make a motion that we will be allowed to setup a pickle ball court inside the Community Center.

Richard Schofield: Second

Mel Fetty: I've got one (1) request- that the people wear tennis shoes so there are no black marks on the floor.

President Ronnie Young: All In Favor- ? All Opposed - ? Unanimous

***MOTION: TO SETUP A "PICKLE BALL COURT" IN THE COMMUNITY CENTER FOR USE BY OUR COMMUNITY [TENNIS SHOES ARE REQUIRED]***

***Motion By: Ron Wroblewski, Second By: Richard Schofield***

***UNANIMOUSLY APPROVED***

Much discussion

President Ronnie Young: Anything else for Recreation? Moving on to Security



**SWANN KEYS CIVIC ASSOCIATION, INC.  
BOARD OF DIRECTORS' MEETING  
SUNDAY – JANUARY 15, 2017 [10:00 AM]**

**Officers:** President - Ronnie Young, Vice President - George Kirkley,  
Secretary - Carol Harper, Treasurer - Sharon Fantini, and  
Corresponding Secretary - Kathy Berkheimer

**Executive Board:** President - Ronnie Young, Secretary - Carol Harper,  
Treasurer - Sharon Fantini and two (2) elected Board Members:  
Bill Hutchison and Ron Wroblewski

**Meeting called to order by President Ronnie Young at 10:00 AM.**

**Bill Hutchison:** We will probably have a Recreation Committee meeting sometime in February. Ron, do you want to talk about "Pickle Ball"; he is our sub-Committee Chair.

**Ron Wroblewski:** Yesterday, we had our first meeting of the Swann Keys Pickle Ball Club; we had like twelve or thirteen (12 or 13) people and it went over really well. We had a representative from Northside Park's Pickle Ball Club talk with us - he laid out that (if we wanted too) we could possibly put two (2) courts in here for players. All this is still pretty much up in the air as to when it is going to start - we have to wait for the floor to get done in Clubhouse so we can move things out, but it looks like that there is a lot of interest in the Community for pickle ball. So, I want to ask for a motion from the Board to approve at least \$200.00 to buy the initial equipment for the pickle ball players.

**Chuck Der:** I make a motion that the Association buy the initial equipment ....

**Ron Wroblewski:** No more than \$200.00.

**President Ronnie Young:** I got a question - what does that include?

**Ron Wroblewski:** That includes a net and I'm not sure that if that includes the balls or not - a net is \$150.00 to \$160.00 - somewhere in that range; we are only going to do one (1) court right now - and maybe a little bit of tape to outline the boundaries; the tape that they use is a semi-portable tape - it doesn't leave any marks indoors - it does have to come up - there is no residue from the glue or from the tape; we did talk about portable lines that you put down [like cloth], but they are saying like the elderly do catch their foot and trip on the lines that are put down - so, the recommendation is that we use the tape.

**Chuck Der:** Now, that court is strictly for indoors, right?

**Ron Wroblewski:** Yes, this court is for inside but when the weather gets nice, we can put it outside - it is portable; the members who are going to play will be responsible for their own paddles. So, all I am asking for is no more than \$200.00 for a portable net and the initial cost of setting up - [tape for putting down on the floor].

**Ron Wroblewski:** Again, I make a motion that we spend \$200.00.

**Chuck Der:** Second

Vice President George Kirkley: The "pickle ball" equipment will be kept with all the other recreational equipment.

President Ronnie Young: We have a motion and a second to give up to \$200.00 for the portable "pickle ball" net and equipment.

President Ronnie Young: All in Favor - ? All Opposed - ? - Motion carried

**MOTION: TO GIVE, UP TO \$200.00, FOR THE PORTABLE "PICKLE BALL" NET AND EQUIPMENT.**

**Motion By: Ron Wroblewski, Seconded By: Chuck Der**

**UNANIMOUSLY APPROVED**

President Ronnie Young: Moving on to Security

**COVID-19 POOL / COMMUNITY CENTER FINANCIAL IMPACT – September 20, 2020**

**Information:**

1. In May/June 2020 during the COVID shutdown the BOD of Directors attempted to open as many facilities as soon as possible.
2. We worked with Lawyers, Insurance, Cleaning Company and other to determine the financial impact. It was estimated that there would be a gross new cost of approximately \$10,000.00. The savings of closed facilities could not be estimated at that time.
3. New accounting software has allowed us to get better information on savings.
4. There were approximately \$4,482.29 in savings associated with closing facilities and the suspension of the original cleaning contract.
5. Pool Maintenance of \$1,500.00 was not spent and applied to overall savings.
6. All bills have not been submitted by vendors as of this document.
7. The overall impact on the 480-Recreation Account is the account is estimated to be \$3,867.47 over budget which will come out of the Operations Reserve Account.
8. Any additional opening of the Community Center will cause that account to be further impacted.
9. Additional estimated cleaning cost of Community Center would be approximately \$200.00 per month, which is in addition to the resumed cleaning contract currently in place. For the remainder of the fiscal year Oct 2020 –May 2021, the total for 8 months would be \$1,600.00 plus supplies of approximately \$150.00.
10. This addition would take the Recreation Account further in deficit and reduce the Operating Reserve account by \$3,867.47 plus New Additional Cleaning cost of \$1,600.00, cleaning supplies \$150.00, Community Center Signage Approximately \$ 450.00 for a total of \$6,067.47.

Recreational Budget Impact - Covid Crisis 9/20/2020			
<b>480 · RECREATION - Original Pre-Covid Budget</b>			
480.1 · Pool - Premium Lifeguards	\$	30,200.00	
480.2 · Pool Maintenance	\$	1,500.00	
		<b>\$ 31,700.00</b>	
<b>480 · RECREATION - Covid Budget Estimate in July</b>			
480.1 · Pool			
Premium Lifeguard	\$	27,868.00	
Beachside Cleaning	\$	10,300.00	
Legal / Waiver	\$	800.00	David Hutt
Signage	\$	414.20	Signs.com
	\$	75.47	360 Graphics
	\$	155.51	360 Graphics
Cleaning Chemical / Sprayer	\$	300.00	
Supplies	\$	136.58	Staples
		<b>\$ 40,049.76</b>	
Additional Covid Costs	\$	<b>8,349.76</b>	
<b>Closure Savings</b>			
Cleaning Contract Suspension	\$	3,550.00	
Community Center Electric	\$	932.29	
Total Savings		<b>\$ 4,482.29</b>	
<b>Summary / Covid Impact on Pool</b>			
Recreation Budget	\$	31,700.00	
Recreation Actual	\$	40,049.76	
Over Budget	\$	8,349.76	
Closure Savings	\$	4,482.29	
Total Over Rec Budget		<b>\$ 3,867.47</b>	