

Residents and Members of Swann Keys Civic Association.

Since our last Board of Directors Meeting, the Board and Staff have been in full swing with our busy summer season. The office and staff continue to follow all COVID-19 Guidelines and the office is open but only accepting visitors by request. Strick social distancing and face masks are required to enter the office. We are keeping our current hour of operations until further notice.

On Aug 4th, the community was impacted by Tropical Storm Isaias. We experienced very high winds and rain. Over 70 properties experience visible damage. The entire community worked together before and after the storms securing items and recovering those lost after. Great Job to the entire Swann Keys Community. We monitored the storm throughout and notified numerous residents of damage to their property.

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. .

The Pool, Park and Playground remain open at this time. We estimate that there were over 2100 visits to the pool since opening in July. Residents are very pleased with the overall Covid Processes being followed. Rated 4.55 out of 5.0 in our survey to date. We have had no resident issues or controversies to date. Great Job Community. Unfortunately, we did have 2 incidents that involved volunteers that are being remediated. These incidents were observed by a few residents. Overall, opening the pool, park and playground has been a huge success considering Covid Restrictions. It has allowed our families and children to return to some form of normalcy. Our current cost estimates continue to have us approximately \$10,000.00 over budget. This overage will come from the Contingency Fund. The Pool Closes on Tuesday, September 8th for the season. We lose our lifeguards at that time. Angela Forry, Beachside Cleaning and Martin Kelly, Premier Lifeguard Pools has been absolutely wonderful. We sanitize all hard touch surfaces between each of the 3 pool session daily. To go the extra mile, Angela continue to sanitize all Playground Equipment and Club House daily at no additional charge. We have experienced a very high turnover rate for Lifeguards and Monitors. This has led to some confusion and concerns of residents. All issues are reported to PLM immediately. Our Community Center remains closed.

Under the Leadership of Wilma Denton, we have been working hard, with our Accountant on the conversion of our Accounting Software to QuickBooks Online. 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 released to residents in July. We have had a very strong response to date. Typically, surveys such as this receive a 5% to 30% response. As of 8/11 we are at 17%. The survey is scheduled to close on August 17th. Paper surveys will be entered into the system at that time.

We are very happy to report that our Water Plant Renovations are very close to 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. **“Managing the Future of Swann Keys, and not its decline”**

Respectfully submitted

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

Account and Cash Summary

Operations Accounts	
PNC Checking - Ending 9881	\$ 308,177.71
M.M. Savings - PNC - 8328	\$ 50,822.31
Business Checking - Bank of Ocean City - 5459	\$ 4,846.23
Petty Cash	\$ 172.10
	\$ 362,018.35
Reserve / Capital Accounts	
MM Savings - Bank of Ocean City - 4468	\$ 196,254.62
Bank of Ocean City - Reserve CD	\$ 101,504.36
	\$ 297,758.98
Total Operations / Reserve Accounts	\$ 659,777.33

Accounts Receivable / Payable Summary

Accounts Receivable

Accounts Receivable - Maintenance Fees	
0 - 30 Days	\$ (1,220.59)
31 - 60 Days (FY21 Maint. Fees)	\$ 42,650.00
61 - 90 Days	\$ -
91 and Greater	\$ 8,780.12
Total Maintenance Fees Receivable	\$ 50,209.53
Other Accounts Receivable	\$ -
	\$ 50,209.53

FY 21 Maintenance Fee Performance	
FY21 Annual Fees	\$ 545,400.00
FY21 Collected	\$ 500,087.45
Total Due	\$ 50,209.53
% Collected	92%

Accounts Payable	\$ 76,732.50	>>>	\$68,196 of AP is Sharp Water
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Operating Budget Expenses

Monthly Operating Budget Performance

Budgeted Expenses for Month	\$ 38,001.00
Actual Expenses	\$ 44,266.78
Under / Over Budget for Month	\$ (6,265.78)

Annual Operating Budget Performance

Annual Budgeted Expenses to Date	\$ 78,097.21	
Annual Expenses to Date	\$ 69,560.40	
Under / Over Budget for Year	\$ 8,536.81	Under Budet for FY2021

Annual Capital / Reserve Projects Performance

Capital / Reserve beginning balance June 1, 2020	\$ 297,758.98
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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	\$ 10,250.00	\$ -

Unplanned Project

Project 1	\$ -	\$ -	\$ -
Project 2	\$ -	\$ -	\$ -
Totals	\$ 143,676.00	\$ 78,446.00	\$ -

Under / Over Budget	\$ 143,676.00	Under Budget
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Capital / Reserve Fund Estimated May 31,2021	\$ 154,082.98
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Community Critical Path Projects / Tasks

#	Item	Notes	Lead	Status
1	Pool, Park Club House	<ul style="list-style-type: none"> All open at this time. Close Pool on day after Labor Day – (Tuesday, September 8th) Continue “As Is” with processes and procedures until pool closure 	Jeff Markiewicz	
2	Water Plan Renovations	<ul style="list-style-type: none"> Scheduled to be completed soon – 1 Item with Pump Computers remains, 1 item with Water Storage Tank sensors remains open Turn over to Water Plant Operator for steady state Operations. Policies, Procedures, drawings & Documentation is being compiled by vendors. 	Bill Althoff	
3	New Accounting Software and Chart of Accounts Installed	<ul style="list-style-type: none"> Wrapping up historical data conversion and COA implementation. New reports are in the works. New Financial Summary – Looks great 	Wilma Denton	
4	Lift Station & Power in Canals	<ul style="list-style-type: none"> Ronnie Young and Richard are working with electricians. Electricians working with Delaware Electric Cooperative on Problem / Solution 	Ronnie Young	
5	Boat Ramp Signage	<ul style="list-style-type: none"> Installed 	Ronnie Young	DONE
6	No Wake Signage	<ul style="list-style-type: none"> Signs are ready Get property owners approval Install signs with Richard S. 	Ronnie Young	
7	New Boat Ramp	<ul style="list-style-type: none"> Need survey of property – Survey Company selected – 6 quotes received Review options – Wood vs. Composite, Concrete Options Need meeting with adjoining property owners Need refreshed quotes / bids after drawings are ready Begin Construction – Mid October 2020 – Close ramp for winter Ready Spring of 2021 	Butch Wienhold Ronnie Young Bill Althoff	
8	Bulkhead Replacement Community Center	<ul style="list-style-type: none"> Need survey of property Need refreshed quotes / bids after drawings are ready Begin Construction – Mid October 2020 – Close ramp for winter 	Butch Wienhold Ronnie Young Bill Althoff	
9	Community Survey	<ul style="list-style-type: none"> Survey Released – Good responses to date Close Survey on Aug 17th. 	Lori Monroe	
10	Long Range Planning Committee	<ul style="list-style-type: none"> Establish Committee Align Reserve Study to Plan Compile results Present to Community 	Jeff Markiewicz ??? Other ???	Not Started
11	Restart Residents Checks	<ul style="list-style-type: none"> Continue 	Dan Cavanaugh	
12	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 	Bill Althoff ??? Other ???	Not Started
13	Web Site Management	<ul style="list-style-type: none"> Have started self-posting content 	Tom Tompkins Jeff Markiewicz	DONE
14	Image and Identity	<ul style="list-style-type: none"> New format for communications pieces Redesign of News Letter Templates Explore Monthly Update to community Develop Communications Matrix 	Tom Tompkins	Not Started
15	Dog Bag Stations	<ul style="list-style-type: none"> Installed 	Bill Althoff	DONE

#	Date	Who	Action / Legislation
1	February 16, 2020	SKCA Board of Directors	Open Board Meeting - Detailed presentation of budget and water project update presented to community
2	February 17, 2020	SKCA Board of Directors	Video Presentation regarding Budget / Water was made available on SK Website and NextDoor
3	March 12, 2020	State of Delaware, Governor	WHEREAS, on March 12, 2020 at 3:00 p.m. E.D.T., I issued a State of Emergency declaration due to the public health threat of COVID-19, which became effective as of 8:00 a.m. E.D.T. on March 13, 2020 (the "COVID-19 State of Emergency"); and
4	March 16, 2020	State of Delaware, Governor	WHEREAS, on March 16, 2020 at 2:00 p.m. E.D.T., I issued the First Modification to the COVID-19 State of Emergency declaration to advise that the CDC issued new guidance for large events and mass gatherings, recommending that organizers halt gatherings of fifty (50) people or more for the next eight weeks due to the public health threat of COVID-19, including conferences, social events, concerts and other types of assemblies; and
5	April 1, 2020	State of Delaware, Governor	WHEREAS, on April 1, 2020 at 3:00 p.m. E.D.T., I issued the Ninth Modification to the COVID-19 State of Emergency declaration to prohibit gatherings of ten (10) or more people and increase safety precautions for businesses and their visitors; and
6	April 10, 2020	SKCA Board of Directors	Board of Directors - Election Packets mailed to residents. 20 Nominees accept out of 36.
7	April 10, 2020	State of Delaware, Governor	WHEREAS, on April 10, 2020 at 3:30 p.m. E.D.T., I extended the COVID-19 State of Emergency declaration, as modified; and
8	May 8, 2020	State of Delaware, Governor	WHEREAS, on May 8, 2020 at 12:30 p.m. E.D.T., I extended the COVID-19 State of Emergency declaration a second time; and
9	May 14, 2020	State of Delaware, Governor	WHEREAS, on May 14, 2020 at 5:00 p.m. E.D.T., I issued the Seventeenth Modification to the COVID-19 State of Emergency declaration to reopen Delaware beaches, boardwalks, certain on premise businesses, and swimming facilities, subject to precautions needed to protect public health; and
10	May 16, 2020	SKCA Board of Directors	Annual Meeting of Membership Postponed (3rd Saturday in May) due to April 1st limitation of "to prohibit gatherings of ten (10) or more people and increase safety precautions for businesses and their visitors; and" Date of rescheduled Annual Meeting will be reviewed on Regular Basis. This meeting was to be scheduled and conducted by the 2019/2020 SKCA Board of Directors. Butch Wienhold, President.
11	May 16, 2020	SKCA Election Monitor	John J Koach, Independent Election Monitor for SKCA Certifies 2020/202 BOD Election . Submits to BOD and Nominees FY 2020/2021 Budget approved by community 264-FOR / 114 AGAINST
12	May 17, 2020	SKCA Board of Directors	Last 2019/2020 Board of Directors Meeting - BOD Members had to split - 1/2 on Teleconference / 1/2 in Person due to Covid Limits of 10 or more people are prohibited per April 1st, 2020 Order. Elections of Officers Occurs - John Koach, Election Monitor Participates and Certifies the Election of Officers. New officers installed. Jeff Markiewicz, President
13	June 6, 2020	State of Delaware, Governor	WHEREAS, on June 6, 2020 at 12:30 p.m. E.D.T., I extended the COVID-19 State of Emergency declaration a third time; and
14	June 14, 2020	SKCA Board of Directors	1st 2020/2021 Board of Directors Meeting held in Community Center - Rearranged room to support social distancing. Only 20 seats available to residents. ONLY 13 RESIDENTS ATTENDED. 35 were on Teleconference. Complaints about poor sound quality. Leaders decided to move next meeting to Club House with improved WIFI and sound due to a small room. High cost of sanitizing the large community center was also a consideration. Decision to have lifeguards at the pool was made. Weekly Friday 9am Meetings begin to develop plans and fulfill state requirements related to Covid.

15	June 15, 2020	State of Delaware, Governor	INDIVIDUAL OBLIGATIONS OF SOCIAL DISTANCING AND TRANSMISSION REDUCTION DURING PHASE 2: 4. All vulnerable individuals, including those at high risk of severe illness from COVID-19, are strongly advised to continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry COVID-19 home. Precautions should be taken to isolate oneself from vulnerable individuals.
16	June 15, 2020	State of Delaware, Governor	SOCIAL GATHERINGS AND EVENTS IN PHASE 2: Effective June 15, 2020, at 8:00 a.m. E.D.T., Section C of the Twentieth Modification to the COVID-19 State of Emergency declaration regarding gatherings is hereby stricken and replaced with the following: Venues interested in holding a gathering or event of up to two hundred and fifty (250) people must have a mechanism for limiting attendance, enforcing social distancing between attendees and complying with paragraphs 4-6 of the Thirteenth Modification to the COVID-19 State of Emergency declaration relating to providing face coverings for employees and signage about the use of face coverings for guests. For any indoor gathering, hosts should calculate usable capacity at thirty (30) square feet per person up to a maximum of 250 individuals.
17	June 15, 2020	State of Delaware, Governor	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.
18	June 19, 2020	SKCA Board of Directors	Weekly Pool, Park, Club House Meeting occur on Fridays at 9:00 - Open to public / Webex Only for all.
19	June 25, 2020	SKCA Board of Directors and SKCA Attorney, David Hutt	Board of Directors exhausts list of Board Nominee's except for 1 person who we are not able to get in touch with. We will keep trying. David Hutt, SKCA Attorney, states to the Board of Directors: <u>"Board can function without the required number of directors assuming that it can still meet its quorum requirements. As I understand the emails, from your Board of 15, two Directors have resigned leaving SKCA with 13 Directors. Pursuant to Article VI, Section 1(b), the two vacancies should be filled by the "Alternate Directors" (non-winning candidates from the prior election taken in order based upon the number of votes each received). Even if the list of "Alternate Directors" has been exhausted, there is nothing the Bylaws that prohibits the Board from operating. There is also no direct process in the Bylaws for filling the vacancy after exhausting all "Alternate Directors."</u> The Board of Directors can continue to operate and transact business as long as there is a Quorum. The situation we are in is a result of Claire Hawksley, Chester Walker and Nancy Wall all declining to accept positions on the Board of Directors even though they were nominated and accepted the nomination. This places the community in a tenuous position that is unprecedented. Clifford "Tom" Tompkins accepted the position prior to this date.
20	July 1, 2020	SKCA Board of Directors	Premier Lifeguards become available.
21	July 1, 2020	SKCA Board of Directors	Despite numerous challenges, resignations and cost, the Pool, and Park are open to the Community.
22	July 19, 2020	SKCA Board of Directors	Board of Directors Meeting held in Club House. Only Board Members permitted in person due to the issues of the June 15th Board Meeting sound issues, poor internet quality and cost. Meeting had 30+- webex Participants. Sound and internet quality much better. BOD discussed options for Open Board Positions. Will continue to attempt to reach Mary Bacevich and discuss further with Attorney,
23	July 19, 2020	SKCA Board of Directors	Board of Directors approve motion to keep the Community Center closed for the remainder of the Covid-19 crisis due to the high cost of sanitization.
24	July 19, 2020	SKCA Board of Directors	Annual Meeting remain in a Postponed status until the Board of Directors and Community is in a lower risk situation.
25	August 6, 2020	SKCA Board of Directors	Final Nominee for 2020/2021 BOD Elections declines, Mary Bacevich, via email. BOD has exhausted list of nominees. No options for next steps described in Court Orders or Bylaws. Board at 13 Members.

26	August 7, 2020	SKCA Board of Directors	Nominations Committee Meeting in SKCA Office - Committee reviewed current situation and decided to proceed with a BOD of 13 Members at this time. There is no prescribed method to fill the vacant positions. The current Board of 13 can conduct business per Attorney, David Hutt as long as there is a quorum of 8 members. If we had to conduct a full election it would cost the community a minimum of \$6500.00. The BOD of Directors is conducting business as usual and not impacted by the current situation.
27	August 16, 2020	SKCA Board of Directors	Board of Directors Meeting - Board of Directors reviews current situation for a 3rd time. BOD Agrees that based on current situation, advice from attorney and no impact on the current BOD to continue with Business as usual and a legitimately elected Board of Directors and Leaders.
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Effective September 9th, 2020 the following Guidelines / Policies will be in effect until further notice:

1. The SKCA Office will continue Covid-19 Policy regarding visitor restrictions and masks.
2. The Community Park will remain open.
3. The Community Center will remain locked and closed to the community per BOD July Motion.
4. The Club House will remain open with the following provisions:
 - All user of the Club House must sign a Covid-19 Waiver Form.
 - Each group using the facility must have a designated Leader or Person Responsible.
 - Masks must be worn when social distancing is not possible.
 - Leaders must spray all hard surfaces with provided disinfectant prior to and after using the facility.
 - Leaders are responsible for enforcing Social Distancing and Disinfection.
 - All participants in any activity in the Club House must sign the Log Book and indicate who their designated leader is for that activity.
5. Professional Sanitization:
 - Beachside Cleaning and Property Maintenance, 37080 Canvasback Road, Selbyville, DE 19975, will provide daily sanitization / spraying of all hard touch surfaces.
 - A weekly deep clean of bathrooms and hard touch sanitization will occur.
 - The current Beachside Cleaning contract will resume under the new aforementioned service levels at no additional cost to the community. The standing contract call for payment of \$650.00 for September and \$600.00 for the remainder of the year. SKCA is contractually obligated to pay this fee per contract signed April 14th, 2020.
6. Per the above, there will be no additional fees charged to SKCA and we will resume the regular contract.
7. Butch Wienhold will continue to coordinate the current schedule of user / events being held in the Clubhouse.
8. Casual / "Non-Group" can use the facility following the above rules. A Leader must be identified and take full responsibility for the above guidelines.

- 1. All users of the facility must follow Covid-19 Guidelines / Policy effective September 9, 2020.**
- 2. All High-Touch surfaces will be sanitized daily by Beachside.**
- 3. A weekly “deep clean” of the facility will be provided by Beachside Cleaning.**
- 4. An EPA Approved Sanitizer will be used to spray/clean all surfaces.**
- 5. Facility must be cleared before Sanitization occurs.**
- 6. No personal articles are to be in the facility area during cleaning.**
- 7. No one is allowed back into facility until Sanitization is completed.**
- 8. Sanitization Check List will be completed during Sanitization Process.**
- 9. All sanitized surfaces must be dry before re-occupancy.**
- 10. Beachside Cleaning and Property Maintenance, 37080 Canvasback Road, Selbyville, DE 19975, will
provide professional cleaning / sanitization services.**
- 11. Beachside Cleaning and Property Maintenance contact person and responsible person is Angela Forry,
President.**