

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"> • June 2021 Meeting Minutes for Approval • Motion and Second / is needed. Vote is not necessary • Minutes of June, 2021 Minutes will be filed. 	Jeff Markiewicz, President	2
	4	Presidents Report	<ul style="list-style-type: none"> • Presidents Report • Critical Path Projects / Goals Review • Community Accomplishments 	Jeff Markiewicz, President	5
	5	Treasurers Report	<ul style="list-style-type: none"> • Treasurers Report – June 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	5
	6	New Board Business	<ul style="list-style-type: none"> • Focus of the Board and Community – Jeff Markiewicz • Community Center Usage – Jeff Markiewicz • Canal's and Entrances Presentation – Jeff Markiewicz • Bluetooth Locks – Boat Ramps – Lori Monroe 	Board of Directors	45
	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 • House / Clubs Liaison - Eddie Edwards <ul style="list-style-type: none"> ○ Ladies Auxiliary: President Cass Cavanaugh ○ Sports Club: President Butch Wienhold • 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 	Committee Chairpersons	15
	8	Community Input	<ul style="list-style-type: none"> • Open Community Comments and Input 	Community	10
	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,

Over the last month the Swann Keys Residents and Community have really come together post COVID. We had an amazing 4th of July Weekend with many 1st time events and others which have been long time favorites including our "Island Nights" Dance/Party (Grossed over \$3,500.00), our Boat Parade, Beef Sandwich Sale (Grossed over \$1400.00) and the Golf Cart Contest. We are seeing many long time owners and residents get involved in the community for the 1st time. This is exciting and we need to keep up the momentum. The Sports Club and Ladies Auxiliary are having Membership drives. I posted a new online registration form for both clubs and it receive very good response. The Sports Club received 14 inquiries and Ladies Auxiliary received 16 inquiries. I challenge both Clubs to embrace the new technology, start using email communications and carefully look at new types of events. I'm challenging the Board and our Clubs, "Why do we have no events planned for our Children". I'm asking all three Organizations to have at least one proposed event to present to the Board during our August Board Meeting. A reminder, all events, projects and activities planned by any group or individuals that involve SKCA property must be approved by the Board of Directors. This cannot become the wild west. We must carefully plan events and activities.

With respect to the Safety of all of our residents, I'm asking the Board and Clubs to participate in a Food Safety Training Program. These programs can be taken online and take as little as 2 hours. We have had several nice events involving food. There are strict guidelines and food code that must be followed. Without the appropriate training we may be exposing our residents to unnecessary risks. An example is "All food must be prepared on-site or at a permitted Food Establishment". Another is "Must have a tent, tarp, or canopy large enough to cover food preparation and service sites." The old days of preparing food at home and bringing it to an event are over. We have to follow Food Code. It is for the safety of our residents and food code compliance.

We renewed most of our Insurance Policies of the last month. Our Flood Policy renews in August. We are very fortunate, our rates increased minimally and are within budget parameters. SKCA must be especially careful with risks and potential claims. HOA insurance for Coast Communities is becoming very difficult to find. If we were to lose our current insurance, we could face going to the secondary insurance market which could increase our costs significantly. Your Board has to be very careful when reviewing risks and tolerances. We had to ask the Sports Club and Ladies Auxiliary to make changes to their policies to better align with our risk tolerance structure. They complied

Our Pool remains open at this time. There is a daily challenge to keep the appropriate Lifeguards and Pool Attendants staffed. We have had several issues that we had to deal with, however overall we have been very successful keeping the pool open. Many Communities have not. I again, plead with the Community, please be patient with our Lifeguards and Pool Attendants. Unfortunately, we are in a delicate situation. We cannot afford to lose these resources. We would have to close the pool. Unfortunately, this week we discovered a disturbing crack in the pool wall and deck. Premier Pool is investigating this crack. This is a new problem just discovered.

We are happy to report that our 2021-2051 Well Allocation Permit was approved by the State of Delaware. We have several new reporting requirements that we must implement immediately. Our Annual MOR Water Quality Report was released. We did great. All of our water quality numbers are in the acceptable range with no violations posted. We used over 2 million gallons of water in June. This is an All-time record high.

Our Boat Ramp lawsuit will be filed with the Court of Chancery, State of Delaware, on Friday, July 16th, 2021. The defendants in the case are being served the appropriate paperwork after that. Due to the nature of the case, all records of this case will become available to the community as soon as they become public information. This protects the privacy of the defendants of the case. A hearing / trial date will be set by the Court of Chancery and the community will be notified. This process typically takes a few months before we will get in front of a judge. One owner on each boat ramp has accepted our settlement agreement at this time. Others can opt out of the case by simply signing the agreement at any time.

We are at the beginning of our new Fiscal Year. In June we were under budget by \$4,183.52. We continue to improve our Budget and Reporting Processes. This year we refined how we budget expenses over the year to provide better and more accurate reporting for the Board and Community. We will continue to provide a Financial Snapshot, Budget Performance and Balance Sheet to the Community Monthly. They are posted to the Residents Login Section of the Swann Keys Web Site.

Over the last month we have unfortunately had to deal with several issues in the Community that took far too much time and attention. One was an abandoned car on Swann Drive, another is a vagrant who we know is sleeping in and around our park but leaving very early in the morning and the same issues with suspected drug usages/distribution in two homes. We continue to work with Delaware State Police on all of these issues. There is one eviction filed by an owner of one of the homes and the other is actively being monitored. This is all we can say at this time.

The Community Center use for Sports Activities such as Pickleball and Corn Hole will be reviewed at this month's Board Meeting.

Don't forget to use our New Resident's Portal for any maintenance requests, issues at the pool / park, to send comments to the BOD or Office and to update your information. The system is working great and our records are in great shape as a result of the submissions.

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 – June 30th, 2021

Fiscal Year 2022

Account and Cash Summary (End of Month Balances)

Operations Accounts

PNC Checking - Ending 9681	\$ 386,618.48
M.M. Savings - PNC - 6328	\$ 110,602.33
Business Checking - Bank of Ocean City - 5459	\$ 2,201.67
Petty Cash	\$ 192.88
	\$ 499,615.36

Reserve / Capital Accounts

MM Savings - Bank of Ocean City - 4468	\$ 113,183.73
Bank of Ocean City - Reserve CD	\$ 101,504.36
	\$ 214,688.09

Total Operations / Reserve Accounts **\$ 714,303.45**

Accounts Receivable / Payable Summary

Accounts Receivable

Accounts Receivable - Maintenance Fees	
0 - 30 Days	\$ 108,314.00
31 - 60 Days	\$ -
61 - 90 Days	\$ -
91 and Greater	\$ 4,963.09
Total Maintenance Fees Receivable	\$ 113,277.09
Other Accounts Receivable	\$ -
	\$ 113,277.09

Net Credits

Accounts Payable **\$ 11,624.83**

Operating Budget Expenses

Monthly Operating Budget Performance

Budgeted Expenses for Month	\$ 54,756.79
Actual Expenses	\$ 50,573.27
Under / Over Budget for Month	\$ 4,183.52

Annual Operating Budget Performance

Annual Budgeted Expenses to Date	\$ 54,756.79	\$ 415,187.82 Annually
Annual Expenses to Date	\$ 50,573.27	
Under / Over Budget for Year	\$ 4,183.52	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 minue taxes	\$ 60,000.00
	\$ 407,636.17

Planned Projects FY22

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

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

Motion - SKCA Resolution - July 18th, 2021

Resolution Title:

Swann Keys Civic Association, Community Center and Club House Use & Insurance Requirements

Per the recommendation of David C Hutt, Attorney, Morris James, LLP dated June 22,2021 in an email to the President of Swann Keys Civic Association, Inc (hereto and after referred to as SKCA), no athletic activities or sports are to be played in our Club House or Community Center at any time due to the nature of those facilities and the risk associated with such.

Furthermore, and supporting the position of the SKCA Attorney, per the recommendations of Dean R. Rubino, CIC, Senior Account Executive, The Insurance Market, Inc and agent for Cincinnati Insurance, the Liability Insurance Company for SKCA, in a letter to the President of the Association, dated, July 23, 2021, No sports of any type including but not limited to Pickleball, Badminton, and Corn Hole are not be played in the Community Center or Club House. This opinion is based on Cincinnati Insurances, Loss Control Guidelines. This does not include social activities, meetings, yoga, exercise / dance classes (were running, jumping or fast stops is prohibited), social dance or parties. Running, jumping, rapid starts and stops of participants is strictly prohibited during any and all activities.

Furthermore, any outside group (non Swann Keys Owner or Resident) or Organization requesting to use or rent the Club House or Community Center must provide a General Liability Policy listing the association as an "Additional Named Insured". The subject entity must also provide documentation of a signed Waiver of Liability and Hold Harmless Agreement in favor of SKCA for all members, participants and outside vendors. And that Organization agrees to follow the Resolution regarding activities and use.

Furthermore, any vendors, contractors, or companies providing services associated with the use of the Community Center and/or Club House must provide the SKCA with a General Liability policy listing the association as an "Additional Named Insured".

Furthermore, the Swann Keys Ladies Auxiliary, Inc and Swann Keys Sports Club, Inc are to provide the SKCA with a General Liability policy listing SKCA as an "Additional Named Insured". All Outside Groups, not renting the facility, must be sponsored by the SKCA, Ladies Auxiliary or the Sports Club. Organized parties or use of the facilities are considered Rental Use and are subject to a SKCA Rental Agreement unless they have a Sponsor Organization and are approved by the SKCA Board of Directors.

Furthermore, Memorial Services for SKCA Members in the Club House and Community Center are permitted without payment or Rental Agreement for deceased members and must be scheduled in advance with the SKCA House Chairperson.

Furthermore, the Club House is open to SKCA Members, Guests, Clubs and Residents for casual use such as card playing, pool, non-sports games, small group meetings, casual social gatherings. Any organized scheduled event not sponsored by the SKCA Board, Ladies Auxiliary or Sports Club, requires the approval of the SKCA, Board of Directors. The normal hours of Club House Operation are 9:00 am until 10:00pm. The Club House is environment controlled, the doors of the facility are not to be propped open at any time while heating and air conditioning is active. Controls for the heating and air conditioning are to be locked at all times and only accessible to the SKCA House Chair, Maintenance Person and Security Chair. Children under the age of 12 must be accompanied by an adult.

Furthermore, per the Articles of Incorporation of the Swann Keys Sports Club and Ladies Auxiliary, all scheduled events must be approved by the SKCA Board of Directors.

The Swann Keys Civic Association, Board of Directors, hereby adopts this Resolution without bias, discrimination and in the spirit of the SKCA Articles of Incorporation.

This matter share be considered the final decision of the SKCA Board of Directors and closed at this time. July 18, 2021

Community Critical Path Projects / Tasks

#	Item	Notes	Lead	Status
1	Boat Ramp Legal Issue	<ul style="list-style-type: none"> • Court documents being finalized by Attorney. • Board will review Case/Claim and have a teleconference with David Hutt our Attorney prior to filing case. • Papers will be served to all residents not accepting the agreement. • Court date will be determined and community will be notified. 	Jeff Markiewicz	ACTIVE
2	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
3	Bulkhead Replacement Community Center	<ul style="list-style-type: none"> • Contract / Budget Approved for all 3 phases of the project. • Ordered Survey of the Property – Russell Hammond to complete • Jordan Winterling Awarded Contract – 5 companies were engaged • Work to being Fall 2021 	Ronnie Young	ACTIVE
4	Well Allocation Permit – 30 Year	<ul style="list-style-type: none"> • APPROVED BY STATE OF DELAWARE • SKCA told to implement new Well Water Level measurement processes. • Must purchase new Well Measurement equipment. Cost @ \$900.00 • Must report Well Levels to the State Monthly. 	Ronnie Young Jeff Markiewicz	DONE
5	Community Center / Club House	<ul style="list-style-type: none"> • Address corrosion / holes in the building • Address need to coat/paint the building's exterior – prevent future corrosion. • Address wiring and other safety issues • Review painting of interior • Complete cleaning and finishing of floors 	Ronnie Young Ed Edwards	ACTIVE
6	Purchase new Office Computers	<ul style="list-style-type: none"> • Need to purchase 2 new computers • Will resume activity after peak of billing processes 	Wilma Denton Jeff Markiewicz	ACTIVE
7	Capital / Reserve Projects	<ul style="list-style-type: none"> • Review available funds / new transfers for opportunities to start any projects early 	Kelly Ewing, LRPC	ACTIVE
8	Front Entrance – Left Side Appearance	<ul style="list-style-type: none"> • Review options to improve appearance of front entrance / left side. 	Tom Nocella Kelly Ewing	ACTIVE
9	Comcast WiFi & New Cable Service	<ul style="list-style-type: none"> • Complete survey of requirements for Pool, Club House and Community Center • Review infrastructure requirements – ie: Power • Schedule install and activation 	Ronnie Young Jeff Markiewicz	ACTIVE
10		•		
11		•		
12		•		
13		•		

2021/2022 Board of Directors
Summary of Community Accomplishments
Since May 15th, 2021

1	Successfully opened Pools – Memorial Day with all current COVID restrictions in place
2	Held 1 st Time – Opening Weekend – Happy Hour – Over 112 Participants
3	Held 1 st Time – Memorial Day Flag Raising Ceremony – Over 60 Participants
4	Engage Comcast to conduct a WIFI/Cable Engineering Study
5	July 4 th Weekend Island Night Dance Party, Golf Cart Parade
6	Obtained new 30 Year Well Allocation Permit
7	Acquired new Well Depth Monitoring Equipment – Implemented new processes to measure and record.
8	
9	
10	