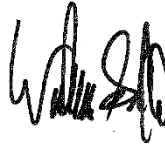


Recreation Centers Of Sun City West, Inc.

INTER-OFFICE MEMORANDUM:

Date: March 16, 2020
To: RCSCW Governing Board
From: William Schwind, General Manager
Subject: Weekly Activity Report – March 16, 2020



Facility Projects: (Karl)

1. **Kuentz Gas Meter Project** – We are still waiting permit approval from Maricopa County.
2. **Grandview Golf Lab** – Facilities Maintenance continues to work on the Lab at Grandview Golf Course.
3. Grout Restoration began on the R. H. Johnson Sports Pavilion Rest Rooms on 3/16/20.

Facility Maintenance: (Russ)

4. We continue painting the iron railings at the Flood Control areas here in SCW.
5. Facility Maintenance has completed painting the exteriors of the restrooms at Pebblebrook and Stardust Golf Courses.
6. We changed out two 15 Ton HVAC Units at Beardsley on Saturday as part of our Reserve Study Program.

Recreation: (David)

7. We are having Recreation Staff perform deep cleaning throughout the four Recreation Centers. We are in the process of setting up schedules for employees and the locations to be cleaned.

Recreation Activities: (Riley)

8. Due to the closure of the Rec. Centers, all CC&R complaints should be sent in by email (located on the main page of our website (www.suncitywest.com) or by telephone at 623-544-6661.

Village Store

9. During the closure the Village Store will be cleaning and merchandising club items.

Sports Pavilion:

10. On March 16 the Restroom Remodeling at the Sports Pavilion started and is anticipated to last approximately 5 days.

General Services:

11. For the most up-to-date information on the Covid-19 virus, please visit our website at <https://suncitywest.com/covid19/>.

12. TORCH Sessions are currently cancelled due to the Covid-19 Shutdown.

13. The 2020 Census is just around the corner. Just a reminder that you should fill out and return your Census material.

RHJ Library:

14. The Library will be cleaned during the shutdown. Library Staff is available by telephone Monday through Friday from 8 a.m. to 4 p.m. (623-544-6130) to assist you.

15. Patrons are reminded that they can use the book drop outside the R. H. Johnson Library to drop off books. All late fees are waived should you keep the books until we have re-opened and not returned on time.

16. E-Books, audiobooks, magazines and online classes are all available for residents to use during the closure. We will be putting out more tutorials on how to access these items.

17. We ask that residents keep book donations until we reopen if possible. We are accepting some if they are left at the back door.

Financial Services:

18. CFO Pete Finelli and his staff are analyzing the effect of the Covid-19 closure on the Association Budget.

19. The Accounting Department is catching up on invoices still in the system.

Membership:

20. During the closure of the Recreation Centers, you will not be able to come in personally to conduct business, however, you can check our website homepage where you can pay your dues online or call 623-544-6100 to pay by phone. If you have any questions you are welcome to contact us by email as well at membership@suncitywest.com.

21. For the first 13 days of March we've collected 57 APFs with 7 refunds for a total of 50 APFs. In March of 2019 a total of 116 were collected for the month.

Events Planning:

22. We are working to process all event/ticket cancellations caused by the shutdown which is a huge job.

Human Resources:

23. Welcome to our new HR Manager, Marie Mrowczynski, who started today. Denise Babirak, our outgoing HR Manager, will be working with her as she begins her new position.

Golf Operations:

24. Revenue numbers for the first 15 days of March - Greens fees and cart fees are 15% behind prior year. Rounds of golf for the same time period are 11% below last year's numbers.

25. The Sun City West Classic (March 15) was a one-day event this weekend. 90 players competed in 4 flights. We will award the Coors Light Challenge winners with golf bags for their 1st place finish. A total of 4 golf bags will be awarded.

26. The SCW Golf Gala set for Thursday, March 26th at Palm Ridge has been cancelled.

27. SCW/Briarwood Country Club Event is scheduled for Friday and Saturday, April 24 and 25. RCSCW will host one round at Grandview Golf Course. We are looking for 60 players from the RCSCW Membership and 60 players from the Briarwood Country Club rolls to participate in this event.

28. Golf Lab Update - The indoor teaching facility located at Grandview Golf Course has been painted. Ceiling lights are being replaced and improved. Computer hardware, projector and TV have arrived. Waiting on netting and impact screen will round out Simulator requirements. Once all components arrive, we'll be ready to book indoor lessons and simulator rental (Summer Leagues/Hole in One Challenges/Long Drive/Closest to the Pin Events). We will be adding an additional TV monitor and furniture in the lounge for customers.

29. Staff is cleaning common areas around Pro Shops/Golf Courses including range machines and will continue until further notice.

Environmental Services:

30. Golf Course Maintenance

- Due to heavy rains last week, staff was unable to mow anything except for greens. Some courses were able to mow a few fairways on Sunday morning. Grandview scheduled a crew to come back out Sunday afternoon to mow fairways.
- We lost a total of 5 trees during last week's storms; 2 at Grandview, 2 at Deer Valley and 1 at Trail Ridge.
- Staff will be working to repair Bunker washouts early this week.
- There were also Desert Washouts at Trail Ridge and Deer Valley Golf Courses. Staff will be removing the granite from the cart paths this week.
- Rainfall totals were 3.75" over a four-day period. More rain is expected Tuesday night through Wednesday. Rainfall amounts this week could be upwards of 1".
- Due to the warmer temperatures we have increased our mowing frequencies on the over-seeded areas along with the lowering of heights. This will help with our Spring Transition.

31. Landscape Maintenance:

- General Maintenance Staff will be out mowing everything over the next couple of days before the next rain comes in.
- Agriculture Club Project Update: Two sections of the rock being laid down at the Ag Club Plots have been completed. Landscape Maintenance Staff is now working on another section this week.