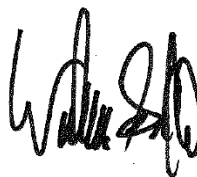


Recreation Centers Of Sun City West, Inc.

INTER-OFFICE MEMORANDUM:

Date: June 01, 2020
To: RCSCW Governing Board
From: William Schwind, General Manager
Subject: Weekly Activity Report – June 01, 2020



Facility Projects: (Karl)

Kuentz:

1. **Parking Lot:** Driveway excavation complete. Electrical underground and curbing in progress. This project is on schedule.
2. **Craft Room Addition:** Interior demolition, exterior plumbing, sewer and footing are all complete. Preparations for the concrete slab is in progress. This project is on schedule.
3. **Courtyard Renovation:** Demolition, electrical rough and irrigation rough are all complete. This project is on schedule.
4. **Spa Room Remodel:** Demolition, framing and drywall are all complete. Tile work is in progress and on schedule.
5. **Men's/Women's Shower Renovation:** This Project is not yet in progress.
6. **Storage Room Addition:** This project has not yet begun.

R. H. Johnson:

7. **RHJ Tennis Facility Ramp Repairs:** New sealing system complete. We are in the progress of painting the parapet walls.
8. **RHJ ARC Exhaust System:** This project was completed 5/26/20.

Golf Courses:

9. **Front and Back 9 Restroom Roofs:** Pebblebrook, Stardust, Echo Mesa, Grandview, Trail Ridge and Deer Valley Roof, fascia and paint restorations have been completed.

Facility Maintenance: (Russ)

10. We will be working with the Metal Club and the architect on the approved remodel project.
11. The Metal Club will be scheduling an appointment to talk with Bill about some details regarding the remodeling project.

Recreation: (David)

12. We continue 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. We are still waiting on supply products that have been back ordered since March. We hope to have them soon.
13. To increase capacity, we added one extra swimming lane at RHJ Outdoor Pool and left two lane spaces open to the Noodlers.
14. Pool and Fitness Room use was low the first week we reopened. By week 2 the number of users totaled 623 for the pool and 123 for the Fitness Rooms which was an improvement.

Recreation Activities: (Riley)

15. 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.
16. The June CC&R Committee Meeting is cancelled.
17. We currently have 92 open CC&R violations, down from 180 in March prior to closing down for COVID-19.
18. We have been working on the plan/time line for the reopening clubs which will be a main topic of conversation over the next few weeks.

Village Store

19. We are discussing the reopening schedule for the Village Store for the months of June and July. The Store is regularly closed in August each year for any necessary repairs and deep cleaning.

Sports Pavilion:

20. Beginning Monday, June 1 we will begin our maintenance requirements for reopening on June 9. Signs will be posted on all doors with detailed information pertaining to the operation of the Sports Pavilion. Hours will be 9 a.m. to 8 p.m. Tuesday through Saturday. We will be sending out an E-Blast containing reopening information. We will begin taking reservations on Wednesday, June 3 between 10 a.m. and 4 p.m. Credit or debit cards will be required to make a reservation. The Sports Pavilion Pro Shop will also open on June 9. Billiards will be reopened but players will be required to use every other table and bring their own equipment. We will be selling Beer and Soda but no food at this time. We hope that these restrictions can be relaxed in July so we can begin planning for the Fall Tournaments and League Play.

21. The Sports Pavilion usually closes for the month of July for maintenance and deep cleaning but that was accomplished during the covid shutdown so we will be open in July.

General Services:

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

23. PR has been focused on breaking news and covid-19 updates.

24. Staff has been reminded to report any incidents they encounter to Administration.

25. We will be ordering and setting up new credit card machines to replace the old ones some time in July.

RHJ Library:

26. The Library had two weeks of success with curbside pickup. 936 items were put on hold for our patrons using this service and many members thanked us for providing it.

27. We will be moving to “Grab and Go” at the Library starting June 2. The Data Resource Center is open by appointment only.

28. We are down 1 employee at the Library and are looking at options to fill the position.

Financial Services:

29. Our FY20/21 Budget was approved by the Governing Board at their last meeting. Accounting will be working on establishing Account Numbers for all approved projects.

30. May of 2020 saw 94 APF's with 15.5 refunds for a total of 78.5 APFs. There were 144 APF's collected in May of 2019 which puts us down 65.5 APF's from May of last year. At the end of March we were ahead 83 APF's collected for 2020 prior to the closure for COVID-19. At the end of May 2020 we are down 40.5.

Membership:

31. The Member Services Office is now open Monday through Friday from 8:00 a.m. to 2:30 p.m. should you need to come in for assistance. You can also continue to pay your dues online or call 623-544-6100 to pay by phone. Member credit can be purchased at any of our open Golf Course Pro Shops or from Member Services during their normal hours. If you have any questions you are welcome to contact us by email as well at membership@suncitywest.com.

Events Planning:

32. We will be streaming our Summer Concerts. We have produced 5 of the 7 concerts we will be streaming. You can choose 1 show as you go or purchase our Season Pass for \$20. Our first Summer Concert available for streaming June 9 through June 15 is a performance by *Duende* and is FREE. Our second Summer Concert is available for streaming June 9 through August 31 and is a performance by *The Arizona Wildflowers* and the cost is \$5. Just a note about The Arizona Wildflowers; they will be on this season's America's Got Talent which can be seen every Tuesday on NBC. Visit www.scwconcerts.com to create a login and stream from the comfort of your own home.

33. Tickets are available now for our 2021 Series Top Hat Upgrades and our Cruise Ship Renewals.

34. *Sixties Mania* comes to Sun City West on November 5, 2020 at 7 p.m. at Beardsley Park. Tickets are available now.

35. *HIFI* performs at Beardsley Park on November 6, 2020 at 7 p.m. Tickets are available now.

Human Resources:

36. We will begin planning the next Employee Recognition Luncheon to be held in September 2020.

Golf Operations:

37. Revenue numbers for May – Greens fees and carts fees are 5% ahead of prior year. Rounds of golf for same time period are 13% ahead of last year's numbers. Greens fees and cart fee revenues totaled over \$338,000.

38. Players Assistants are scheduled through June. Using them to enforce social distancing and to reduce unauthorized use of golf courses in the evenings. There has been an uptick in reports of "fishing" at Trail Ridge Golf Course in the last 8 weeks.

39. We are prepping the Staff and Pro-Shops for public play to start up again on Monday, June 8.

40. Master Schedule for 2020-2021 – We are working on the details for golf events for next year. This includes golf tournaments, Sunday Couples, Green Team and golf orientations.

41. Golf Lab Update - The indoor teaching facility located at Grandview Golf Course interior is being finalized and we are working on holding a Grand Opening when social distancing rules have been relaxed.

Environmental Services:

42. Golf Course Maintenance

Project Updates:

- Driving Range Tee at Pebblebrook has been leveled and enlarged. 32,000 Sq. Ft. of sod is scheduled to be installed the morning of 6-2-20.
- The shoreline repair project on hole number 8 at Pebblebrook is scheduled to start later this week. Both range tee and shoreline projects are funded in the current budget.
- Grandview Golf Course is currently closed for scheduled maintenance and will reopen on Tuesday morning, 6-2-20.
- Echo Mesa Golf Course will be closed for maintenance this Thursday, June 4 and reopen on Tuesday June 9.
- Over the past several weeks crews have been busy planting new replacement trees at Pebblebrook. 82 trees have been planted so far with another 20 scheduled to be planted later this Summer and Fall. This project was funded by an insurance claim from a previous loss of trees due to storm damage.
- The annual palm tree trimming for the golf courses is scheduled to start next week.

Golf Course Staffing Update: Golf Maintenance is currently 16 employees down.

43. Landscape Maintenance:

- Palm tree trimming started two weeks ago at Palm Ridge and the Johnson pool area. Trimming will continue for the next two months.
- The last of the Summer flowers will be planed next week.
- Lawn Bowl Maintenance Update – Laser leveling has been completed on 3 of the 4 greens. The fourth green is scheduled to be done on June 19.

44. Management:

Other Items discussed:

- Tenor of email received
- Publishing Handout breaking down annual dues payment.
- Supply orders to go through Purchasing in Accounting.
- The need to open Beardsley Fitness Center; now or later.
- Space Utilization and the costs of remodeling/renovation.
- Payroll Protection Plan continues through 6-14-20.
- Process to address delinquent dues payments.
- Upcoming Governing Board Hearings
- Scheduling Meeting with Metal Toad.
- The publishing of our reopening timeline expected to be out this week.

Upcoming Events

Summer Streaming Concerts

You can choose 1 show as you go or purchase our SEASON PASS for \$20!

| Group | Dates of Streaming | Duration | Cost |
|---------------------------------|--------------------|------------|------|
| Duende | June 9 – June 15 | 60 Minutes | FREE |
| The Arizona Wildflowers | June 9 – August 31 | 60 Minutes | \$5 |
| The Band of Brothers | June 16 – June 22 | 75 Minutes | \$5 |
| Gordon Lightfoot Tribute | June 23 – June 30 | 60 Minutes | \$5 |
| AZ Trio 4 th of July | July 4 – July 10 | 75 Minutes | FREE |
| SwingTime | July 14 – July 20 | 60 Minutes | \$5 |
| T.A Burrows Bandstand | Aug 24 – Aug 31 | 60 Minutes | \$5 |

Vist www.scwconcerts.com

to create a login and stream at the comfort of your home!

Current / Upcoming Ticket Sales

| Event | Event Date | Location | Time | Ticket Sales |
|----------------------|------------------|------------|-------|---------------|
| TOP HAT – UPGRADES | 2021 Series | Palm Ridge | 3&7pm | Available NOW |
| CRUISE SHIP RENEWALS | 2021 Series | Palm Ridge | 7pm | Available NOW |
| Sixties Mania | November 5, 2020 | Beardsley | 7pm | Available NOW |
| HIFI | November 6, 2020 | Beardsley | 7pm | Available NOW |

We have completed 5 of the 7 summer concerts for our Summer Streaming!

✓ Arizona Wildflowers will be on this season of America's Got Talent! This show is held every Tuesday on NBC-

Ticket Sales June 1, 2020

| Show | Location | Tickets Sold | % | Date of Event |
|---------------------------|-----------|--------------|-----|---------------|
| FALL FEST - Sixties Mania | Beardsley | 560 | 28% | 11/58/2020 |
| ALL FEST – HIFI | Beardsley | 527 | 26% | 11/6/2020 |

Subscriptions

| | | | | |
|------------------------------------|------------|-----|-----|------|
| 2021 Cruise Ship Subscriptions 7PM | Palm Ridge | 576 | 82% | 2021 |
| 2021 Top Hat Subscriptions 3PM | Palm Ridge | 430 | 61% | 2021 |
| 2021 Top Hat Subscriptions 7PM | Palm Ridge | 677 | 96% | 2021 |