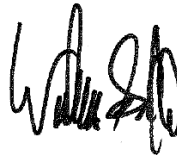


Recreation Centers Of Sun City West, Inc.

INTER-OFFICE MEMORANDUM:

Date: June 08, 2020
To: RCSCW Governing Board
From: William Schwind, General Manager
Subject: Weekly Activity Report – June 08, 2020



Facility Projects: (Karl)

Kuentz:

1. **Parking Lot:** Driveway excavation and underground Electrical are complete. Curbing is in progress. This project is on schedule.
2. **Craft Room Addition:** Interior Electrical Rough is complete; exterior Masonry Stem Wall is complete; completed backfill for the Slab and exterior Electrical underground is in progress. This project is on schedule.
3. **Courtyard Renovation:** Demolition, Electrical Rough and Irrigation Rough are all complete. Gas Line Installation is in progress. This project is on schedule.
4. **Spa Room Remodel:** Tile/grout and Grid Ceiling work are in progress. Project is on schedule.
5. **Men's/Women's Shower Renovation:** This Project has not yet started.
6. **Storage Room Addition:** The footings have been completed; Masonry Stem Wall is in progress and we are on schedule as we prepare to pour the slab.

R. H. Johnson:

7. **RHJ Large Dog Park:** 8 vendors submitted sealed bids on this project; 7 vendors came in over budget and 1 vendor was within budget. New Vendor References and Work History were provided to Project Manager Karl Wilhelm who is currently vetting vendor references prior to Agreement.
8. The RHJ Memo's Café Gas Line Project is set to begin July 6.

Facility Maintenance: (Russ)

9. The Crooked Putter Restaurant A/C Unit went down last week. Facility Maintenance personnel were able to obtain a new A/C and have it installed this past Saturday. It was up and running by 7 a.m..

Recreation: (David)

10. Many more of our facilities were reopened today, 6-8. You can check the following link to see reopening dates and times. https://suncitywest.com/wp-content/uploads/2020/06/Rec-Center-Club-Reopening_6_3_20.pdf. All items on this list are subject to change. Facility usage was light this morning but we expect the numbers using the facilities to increase as we go along.

11. We are anticipating Massage and the Buzz reopening this week.

12. We are equipped with the supplies we need for maintaining the facilities that are open but do not have as big a supply as we would like. Our Purchasing Agent Dave has been successful in locating some of the items on backorder we are still in need of. He is still trying to track down some of these.

Recreation Activities: (Riley)

13. 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.

14. Kudos to our CC&R Team. They have handled the CC&R Department very well during the COVID Shutdown. Their Department will be one-year old on July 1 and in the 11 months they have been in existence, 658 complaints have been resolved since July 1, 2019. Great job Team!

15. We began our “soft opening” for Chartered Clubs today. We will be monitoring the numbers for club usage. All clubs have been provided reopening plans by Recreations Activities Manager, J. Riley.

16. Select Chartered Clubs will be opening today. Riley will be visiting the clubs that are open to deal with any questions. He continues to work with the Clubs that are scheduled to reopen on June 15.

17. Phil is delivering the club reopening plans to the Facility Leads in case any questions arise regarding policies, procedures, and disciplinary actions.

18. Tours and scheduling is working with clubs inputting CR-6 and CR-14 form requests for future events.

19. Allied Tours is scheduling trips starting in October and November. Trips will run at 50% capacity.

Village Store

20. The Village Store will reopen on June 15 from 9 a.m. to 1 p.m. Monday through Friday. For a time, items being held at the Store will be offered for sale before bringing any new items into the Store.

Sports Pavilion:

21. Beginning Tuesday, June 9 we will be reopening the Sports Pavilion. 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 started taking reservations on Wednesday, June 3. 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.

22. The Sports Pavilion usually closes for the month of July for maintenance and deep cleaning but those tasks were accomplished during the Covid shutdown which will allow us to be open the month of July.

General Services:

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

24. The number of pages of the Rec. Center News will remain the same for now.

25. Some members have told us they really like the Governing Board Media Videos online and would like to see us continue to produce them.

26. We attended a meeting on Monday with Total E Integrated on revisions made to the SCW Portal regarding Membership and Golf Tee Times.

27. Our Systems Network Administrator has completed the network for Chartered Clubs.

RHJ Library:

28. The Hours of Operation for the Library will go back to Tuesday through Saturday, 9 a.m. to 4 p.m. using "Grab and Go" to try and limit the number of people in the Library at any given time.

Financial Services:

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

30. The first week of June 2020 saw 23 APF's with 4 refunds for a total of 19 APFs. There were 116 APF's collected for the entire month June of 2019. We are currently down 40 APFs for FY 2020.

31. Our last Vanguard Presentation was done in April and the next one is scheduled for Sept. We have gained some earlier losses back and now have the same numbers as we did on 2/23/20.

32. Due to COVID-19 virus the Brunswick Scoring Replacement Project will have to be rescheduled. The company had a manufacturing shutdown for several months and has just recently reopened. We missed our deadline for the replacement and will have to go through the process and reschedule this project at a time that works for Brunswick and the Sports Pavilion later in this fiscal year.

Membership:

33. 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:

34. We will be streaming our Summer Concerts. 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.

35. Tickets are available now for our 2021 Series Top Hat Upgrades and our Cruise Ship Renewals; they are selling well for next year.

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

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

38. We will be adding an additional show featuring the Band of Brothers! They are a very talented group from Prescott, AZ and they will be adding some patriotic songs to their show for the July 4th Celebration.

39. All dances have either been cancelled or relocated. We will be moving the "Welcome Back" Dance to Beardsley Park in October and we plan to move the Halloween Dance to Beardsley Park as well.

40. We plan to limit our Movies in the Park to 500 people with a cost of \$5.00 per ticket. This event will be held beginning Oct. 3 and goes through Fall Fest.

Human Resources:

41. We are working on filling some departmental vacancies in Environmental Services, Recreation and the Library.

Golf Operations:

42. Revenue numbers for the first week of June 2020 – Greens fees and carts fees are 1% ahead of prior year. Rounds of golf for same time period are 12% ahead of last year's numbers. Greens fees and cart fee revenues totaled over \$46,294.
43. Looking at reducing restrictions further for next week if outbreak numbers warrant such action.
44. Today we begin allowing member's guests and public play again. Last week our public play was limited to those in our data base (127 for 2020 vs. 445 for 2019). Rounds are up due to member play.
45. All rental equipment (golf carts, and golf clubs) are being utilized.
46. One rider per cart is required at the current time. The only exception is if the two people are married or live in the same household.
47. The six-foot physical separation throughout the round of golf needs to be complied with as much as possible.
48. Golf Lab Update - Internet service has been completed. Printer and monitor are connected. Staff will be learning the nuances of the simulator and club fitting software.
49. Golf Staff: We have ordered replacement shirts for staff; Starters, Ball Pickers, Custodians and Golf Ops Staff. Antigua just recently reopened and has started accepting orders.

Environmental Services:

50. Golf Course Maintenance

Project Updates:

- Driving Range Tee Project at Pebblebrook has been completed. We should be able to mow in about two weeks.
- The shoreline repair project on hole number 8 at Pebblebrook started last week. This project is scheduled to be completed sometime in early July.
- Echo Mesa Golf Course is closed for maintenance and will reopen on Tuesday, June 9.
- Trail Ridge Golf Course will close this Thursday, 6-11 for course maintenance and reopen on Tuesday, 6-16
- Palm tree trimming started at Desert Trails on Monday 6-8-20.

Golf Course Staffing Update: Golf Maintenance is currently 17 employees down.

51. **Landscape Maintenance:**

- Palm tree trimming will begin at the RHJ Center this week.

52. **Management:**

Other Items discussed:

- Club Facility Enhancements
- APF – Title Changes
- Owner Members – Good Standing
- Preparations for the Reopening of Beardsley Fitness Center.
- 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.
- Review published reopening timeline put out last week.

Upcoming Events

Summer Streaming Concerts

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

Season Pass will only be available for purchase from Now – June 19th!

| 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 will be adding one more show from the Band of Brothers!

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

✓ Band of Brothers is a very talented group from Prescott AZ and we will be adding some patriotic songs from them to add a little more to our 4th of July celebration

Ticket Sales June 8, 2020

Summer Streaming Concerts

| Show | Dates of Streaming | Sold | Cost |
|--------------------------|--------------------|------|------|
| Season Pass | June 9 – August 31 | 47 | \$20 |
| Duende | June 9 – June 15 | 93 | FREE |
| The Wildflowers | June 9 – August 31 | 0 | \$5 |
| Band of Brothers | June 16 – June 22 | 0 | \$5 |
| Gordon Lightfoot Tribute | June 23 – June 30 | 0 | \$5 |
| Arizona Trio | July 4 – July 10 | 16 | FREE |
| SwingTime | July 14 – July 20 | 2 | \$5 |
| T.A. Burrows | Aug 24 – Aug 31 | 1 | \$5 |

| Show | Location | Tickets Sold | % | Date of Event |
|---------------------------|-----------|--------------|-----|---------------|
| FALL FEST - Sixties Mania | Beardsley | 577 | 28% | 11/58/2020 |
| FALL FEST – HIFI | Beardsley | 542 | 27% | 11/6/2020 |

Subscriptions

| | | | | |
|------------------------------------|------------|-----|-----|------|
| 2021 Cruise Ship Subscriptions 7PM | Palm Ridge | 584 | 84% | 2021 |
| 2021 Top Hat Subscriptions 3PM | Palm Ridge | 439 | 62% | 2021 |
| 2021 Top Hat Subscriptions 7PM | Palm Ridge | 679 | 97% | 2021 |