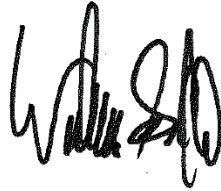


# Recreation Centers Of Sun City West, Inc.

---

## INTER-OFFICE MEMORANDUM:

**Date:** July 6, 2020  
**To:** RCSCW Governing Board  
**From:** William Schwind, General Manager  
**Subject:** Weekly Activity Report – July 06, 2020



### Facility Projects: (Karl)

#### **Kuentz:**

1. **Parking Lot:** Walkways and Curbing are all in progress and on schedule.
2. **Craft Room Addition:** Masonry Walls in progress and on schedule.
3. **Courtyard Renovation:** Concrete Benches, Planter Box Forms and concrete pour are in progress and on schedule.
4. **Spa Room Remodel:** General Contracting remodel complete. Flooring is in progress and on schedule.
5. **Men's/Women's Shower Renovation:** Demolition of the Men's and Women's Shower Room Renovation in in progress and the project is on schedule.
6. **Storage Room Addition:** Masonry Wall portion of this project is in progress and on schedule.
7. **Kuentz Directional Signage:** Footings for this sign now in progress.

#### **R. H. Johnson:**

8. **RHJ Large Dog Park:** Demolition is now in progress.
9. **Memo's Café:** The RHJ Memo's Café Gas Line Project is set to begin July 6 and will last approximately 4 weeks.
10. **RHJ Sports Pavilion North entry Flooring Replacement:** This project begins July 6 and will be completed in approximately 1 week.

**Beardsley:**

11. **Beardsley Arts & Crafts Roof Restoration:** The Project begins July 6 and lasts approximately 3 weeks.

**Facility Maintenance: (Russ)**

12. As part of a security measure, we completed the modification to the Facility Maintenance Office entry way by installing a doorbell and camera which allows for staff to “buzz” someone in.

**Recreation: (David)**

13. Due to the spike in corona virus positives in AZ and our current backlog of sanitizing supplies, we will delay the reopening of Beardsley Pool until the situation improves.

You can check the following link to see latest on facility reopening dates and times.

[https://suncitywest.com/wp-content/uploads/2020/06/Rec-Center-Club-Reopening\\_6\\_3\\_20.pdf](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 has increased since our initial reopening and we expect the numbers using facilities to increase as we continue.

14. Due to the Governor’s most recent orders, all indoor Pools, Fitness Rooms, Table Tennis, Racquet Ball and indoor walking track facilities have been closed through July 27. Those coming to the outdoor pools are following the Governor’s Executive Orders for the most part. Traffic at the pools continues to be steady but not over-crowded. Attendees seem to be making the best of the situation.

15. Due to lack of attendance and business, The Buzz is shutting down until the Fall season. Our Health and Wellness Partners (Massage) and Personal Training have reopened with limitations.

16. 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 many of the items on backorder. We are setting up some portable hand-sanitizing stations beginning today and will be scheduling installation of these stations throughout our facilities.

**Recreation Activities/CC&Rs: (Riley)**

**CC&Rs**

17. 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](http://www.suncitywest.com)) or by telephone at 623-544-6661. CC&Rs investigators are working on 88 current violations as of 07/06/20.

18. We’ve had numerous complaints over the last few weeks regarding age restriction.

19. Dept. Manager Riley will be posting a new part-time CC&R Clerk Position in the next few weeks.

### **Chartered Clubs:**

20. We've had multiple complaints about face shields in lieu of masks. Please address the signage concerning masks posted at the Rec. Centers facilities.
21. There was a possible COVID Case in the Woodshop. The individual was last in the Shop on June 19 according to the Club.
22. A purchase order was generated for the Palo Verde Patchers last week. They have decided on chairs and tables. The order was given to John D. for purchase and John will be working with Karl on delivery dates.

### **Tours and Scheduling:**

23. Mona and Jan will be job sharing during this Phase of the Corona Virus. Only one person will be in the office at any given time while the other is working from home.
24. Scheduling has booked the Social Hall for the Primary and General Elections. Just a reminder that the Social Hall will be closed July 27 – Aug. 7<sup>th</sup> and Oct. 26<sup>th</sup> – Nov. 5<sup>th</sup> for Primary and Election set up and polling.

### **Village Store**

25. The Village Store reopened on June 15 from 9 a.m. to 1 p.m. Monday through Friday. Village Store Management will be taking in new merchandise from the Clubs limited to a maximum of 3 items per week. We are rotating out the older items. Sales are fairly good at this time.
26. June Sales at the Village Store were under \$7,000 with a little more than half of the sales made in the Store and the remainder of sales coming from the Metal Club.
27. Due to Corona Virus and the need for social distancing, we will allow 6 to 8 people in the Village Store at any one time.
28. We have cancelled the Fall Arts and Crafts Fair originally scheduled for November 2020 and look forward to the Fair in the Spring.
29. We are taking a “wait and see” approach as far as the hours of operation on opening day at the Village Store in September.

### **Sports Pavilion:**

30. Business at the Sports Pavilion has been very slow when compared to the same time period for last year. There were periods of time when only 15 people were in attendance at the Sports Pavilion.
31. We remain concerned about being able to hold the Fall League due to Corona Virus.
32. Billiards, Darts and Shuffleboard have all been very slow.

### **General Services:**

33. For the most up-to-date information on the Covid-19 virus, please visit our website at <https://suncitywest.com/covid19/>. As of this morning (7-6-20) there were 3,352 positive cases of Corona Virus and 1 death. 155 of those cases were in Sun City West.
34. The July issue of the Rec. Center News was published and distributed on the last Wednesday of June.
35. The recently re-designed New Member Packets are now out and available for viewing online.
36. We have generated email addresses for the new Board Members that took their seats July 1, 2020. The change has also been reflected in the GB Group email address list. The email addresses for the 3 Board Members going off the board were turned off Wednesday, July 1, 2020.
37. Staff is reminded to be out of TEG on Tuesday, July 7 by 6 p.m. as the system will be updated.
38. The Online Portal will be ready to be integrated and tested in August. The new credit card machines will be here between August and September. These new machines will have the latest technology, allowing them to fully work with the new Portal.

### **RHJ Library:**

39. The Hours of Operation for the Library went back to normal hours 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.
40. The Library has had over 1,000 people come in each week for the last three weeks. These numbers are manageable in being able to observe social distancing. We are offering curbside delivery for those not comfortable coming into the Library but only a small number of people are choosing this service.
41. We have interviews scheduled this week for the Facilities Assistant's Position.

### **Financial Services:**

42. For the month of June 2020 we had 93 APF's. There were 116 APF's collected for the entire month June of 2019. The good news is for the first 6 days of July we collected 27 APF's.
43. Staff will be meeting toward the end of July to discuss audio/visual expenditures.

44. We have reminded staff to get all paperwork and invoices in to Accounting for FY19/20 end-of-year report.
45. Our annual audit begins on July 21, 2020. Most of the audit will be conducted on-line. The auditor will only need to be here at the Rec. Centers for one day. We will make arrangements to accommodate them.
46. We continue assessing Security Issues regarding meetings, membership entrance doors and other events out of concern for the safety and security of those who work at and visit Association property.

### **Membership:**

47. 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](mailto:membership@suncitywest.com).
48. We continue working with the Maricopa County Recorder's Office and the Assessor's Office to generate the legal descriptions for each of the K-Hovnanian lots that will be developed. We are also checking to see that the CC&Rs are uploaded into TEI to match the properties.

### **Events Planning:**

49. *Sixties Mania* comes to Sun City West on November 5, 2020 at 7 p.m. at Beardsley Park. Tickets are available now.
50. *HIFI* performs at Beardsley Park on November 6, 2020 at 7 p.m. Tickets are available now.
51. The "Welcome Back/Halloween Dance at Beardsley Park is scheduled for October 30. Tickets are \$10. The plan is to use one Gazebo to sell pre-packaged concessions and the other Gazeobos as space for dancing.
52. Our Movies in the Park are scheduled for October 4, 11 and 18 and are limited to 500 people. Tickets are free but you must have a ticket to attend. Our Concerts in the Park are scheduled for Oct. 3, 10 and 17. Tickets are \$5 and attendance is limited to 1,000.

### **Human Resources:**

53. The Association started requiring face masks for employees and those using our facilities when it is not possible to socially distance 6 ft. or a limited number of people are meeting in a confined space.
54. Due to the rising number in cases of Corona Virus, we are looking at keeping staff presence to a minimum by having some staff members perform some of their duties from home. How we do this will be decided on a case by case basis by each Dept. Manager and HR as to what works for their Dept.

## **Golf Operations:**

55. Revenue numbers for the first 4 days of July; Green Fees and Cart Fees were 20% ahead of prior year. Rounds of golf for the same time-period are 25% ahead of last year's numbers. Green Fee and Cart Fee revenues totaled over \$31,000.
56. End of year numbers show that FY2019/2020 finished 7% behind prior year (Greens Fees & Cart Fees) and 2% behind in round count.
57. Golf Policies – Starting this past Saturday we required face masks for our staff but not for golfers. One rider per cart is still in effect. The only exception is if the two people in the cart live in the same household. The six-foot separation throughout the round of golf needs to be complied with. There is no congregating on golf course property at this time.
58. We are looking for a new sponsor for our Coors Light Challenge. Beer sales are down due to Corona Virus. The schedule for this event is being finalized
59. Golf Lab – We are working on a new operational contract which is expected to be completed within the next few months.
60. Grandview Golf Course is closed for summer maintenance July 9 through July 14.
61. Use of Player's Assistants were discontinued for the season as of June 30<sup>th</sup>.
62. The Green Team season begins on Saturday, July 11<sup>th</sup> at Echo Mesa Golf Course. The First Swing lesson will start as well. We are limiting each clinic to a maximum of 6 students until further notice.
63. Lost and Found Project – On July 15 through 17 we will host a Reconnect Party at Pebblebrook Golf Course for those golfers who lost a club over the past 4 years. Three years ago, we brought all the lost and found clubs at the different golf courses into Golf Operations and cataloged them. Our goal is to give golfers a chance to "find" their lost clubs. On Friday, July 17 we will open it up to the selling of these clubs for a small fee. All proceeds are being donated to SCW Meals on Wheels. Social distancing measures will be maintained during the event.

## **Environmental Services:**

### **64. Golf Course Maintenance**

#### Project Updates:

- Desert Trails Bunker Project and the Shoreline Project at Pebblebrook will start this week. Both are scheduled to be completed by the end of August 2020.
- Grandview Golf Course is closed this Thursday, 7-09-20 for greens aerification and will reopen on Tuesday, 7-14-20.
- Palm Tree Trimming Update: The Trimming Crew will be at Grandview this week.

**Golf Course Staffing Update:** Golf Maintenance is currently 23 employees down this week.

65. **Landscape Maintenance:**

- We continue to trim palm trees throughout the four facilities. We have them trimmed once per year due to the cost. It is necessary to use different vendors to complete the annual trimming as close to on time as possible as there are just over 3,000 palm trees to take care of and giving the job to one vendor would push out the project completion date to much later in the season which would not be acceptable.
- The palm trees on R. H. Johnson Blvd. are in the process of being trimmed. The trees in the median along R. H. Johnson Blvd. are the County's responsibility this year as we alternate the median work with them every other year.
- Palm Tree Trimming Update: A crew will be out this Thursday and Friday to finish up trimming the Miniature Golf area at R. H. Johnson.

66. We will be replacing some missing flowers in the area of Bell Road and R.H. Johnson Blvd.

67. **Management:**

Other Items discussed:

- Master Plan
- Liens/Foreclosures
- Water Issues/ADWR
- Club Funding Requirements/Facility Enhancements
- Future Workshop Items: GB Training, Budget Process, Master Plan

## 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 19<sup>th</sup>!

Group	Dates of Streaming	Duration	Cost
<del>The Arizona Wildflowers</del>	<del>June 9—August 31</del>	<del>60 Minutes</del>	<del>\$5</del>
<del>The Band of Brothers</del>	<del>June 16—June 22</del>	<del>75 Minutes</del>	<del>\$5</del>
<del>Gordon Lightfoot Tribute</del>	<del>June 23—June 30</del>	<del>60 Minutes</del>	<del>\$5</del>
AZ Trio 4 <sup>th</sup> 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](http://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



# Ticket Sales June 15, 2020

## Summer Streaming Concerts

	Dates of Streaming		Cost
<b>Season Pass</b>	<b>June 9 – August 31</b>		\$20
<b>Duende - <i>Expired</i></b>	<b>June 9 – June 15</b>		FREE
<b>The Wildflowers</b>	<b>June 9 – August 31</b>		\$5
<b>Band of Brothers</b>	<b>June 16 – June 22</b>		\$5
<b>Gordon Lightfoot Tribute</b>	<b>June 23 – June 30</b>		\$5
<b>Arizona Trio/Band of Brothers</b>	<b>July 4 – July 10</b>		FREE
<b>SwingTime</b>	<b>July 14 – July 20</b>		\$5
<b>T.A. Burrows</b>	<b>Aug 24 – Aug 31</b>		\$5

## Viewing by Country

United States - 284

Australia – 2

Canada – 11

Germany – 1

Japan – 1

Morocco – 1

New Caledonia – 1

Spain – 6

United Kingdom – 2

Show	Location	Tickets Sold	%	Date of Event
FALL FEST - Sixties Mania	Beardsley	618	28+%	11/58/2020
FALL FEST – HIFI	Beardsley	577	27+%	11/6/2020

## **Subscriptions**

2021 Cruise Ship Subscriptions 7PM	Palm Ridge	598	84+%	2021
2021 Top Hat Subscriptions 3PM	Palm Ridge	457	62+%	2021
2021 Top Hat Subscriptions 7PM	Palm Ridge	679	97%	2021

