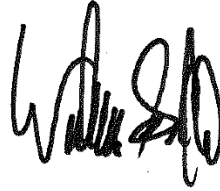


Recreation Centers Of Sun City West, Inc.

Date: August 17, 2020
To: RCSCW Governing Board
From: William Schwind, General Manager
Subject: Weekly Activity Report – August 17, 2020



Facility Projects: (Karl)

Kuentz:

1. **Parking Lot Addition:** Final Concrete pour and landscaping are in progress. Waiting on additional HVAC Units and roofing material to be craned into place.
2. **Craft Room Addition:** Stucco, Structural Steel Roof Supports, and Final Roof Framing are completed. We are ready to begin Drywall. We are in the process of craning HVAC Units and Roofing Material onto the Building.
3. **Courtyard Renovation:** We are in the process of doing preparation work for the Pavers. Irrigation System installation completed. We are waiting on the Decorative Iron work and completion of Gas Heaters.
4. **Locker Room - Men's/Women's Shower Renovation:** We are waiting on base tile; tile work is in progress.
5. **Storage Room Addition:** Stucco Work is complete. We are waiting on Sprinklers. Drywalling is set to begin.

R. H. Johnson:

6. **RHJ Large Dog Park Renovation:** Concrete work, French Drain, Grading, Drainage and Masonry Walls are all in progress.

Beardsley:

7. **Beardsley Arts & Crafts Flat Roof Restoration:** Roof Restoration is in progress. The Vendor is waiting on additional materials.

Pebblebrook Golf Course:

8. The Pebblebrook Driving Range Electrical project is in progress.

Palm Ridge:

9. Palm Ridge Activity Center Hallway Carpet Replacement Project demolition is in progress.

Upcoming Project Start Dates:

- Palm Ridge Summit Hall Hardwood Floors Screen & Seal – August 20
- Beardsley Staff Office/Photography Club/Sagebrush Room Flooring Replacement – August 24

Facility Maintenance: (Russ)

10. Facility Maintenance Staff continue working on reconfiguring and replacing the Monitor's Booth at Kuentz to have the booth located nearer to the entrance door and create needed office space for staff.
11. Facility Maintenance personnel continue monitoring and working on HVAC Systems as needed to keep us all cool.

Sports Pavilion:

12. We are 715 bowlers down (33%) for league play which starts on 9-14-20. 650 bowlers have not committed. We don't expect to get any more than 35% of the League bowlers we had signed up last year. We will try and offer more open play, specials and tournaments to make up some of the losses.
13. Brunswick was able to locate the parts to repair the eight lanes that went down last week. The lanes are back up and running. They also told us that they are able to change the software to assist scoring needs during Covid Virus.
14. Fall Operating Hours at the Sports Pavilion will be Monday through Saturday, 8 a.m. to 9 p.m. and Sunday, 8 a.m. to 8 p.m. We will be closed for Labor Day, 9-7-20.

Member Services:

15. The Member Services Office is 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.
16. So far for the month of August 2020 we've had 49 APF's with 4 refunds. We collected a total of 78 APFs for the entire month of August 2019. This month continues to be busy as we've received quite a few inquiries on home sales that need to be processed.

Recreation: (David)

17. The Arizona Department of Health Services has issued reopening “Requirements for Indoor Gyms and Fitness Clubs/Centers”. In this document it is stated that we must meet the designated thresholds established by the CDC for “community spread levels” for a period of 2 weeks (14 days) before we can reopen. The Charts below depicts where the Rec. Centers currently stands in meeting the benchmark for Current COVID Cases and Percent of Positivity as 8/2/20. This chart will be updated each Thursday when AZDHS provides the new numbers. See RCSCW Reopening Metrics Chart under “**General Information**”.

Once reopened, in all circumstances, all precautions outlined must be adhered to by staff and anyone utilizing the facility. Masks will still be required in common areas where distancing might not be possible, as we must still enforce physical distancing (6 ft.) and limit capacity in indoor facilities as prescribed.

Prior to reopening, Management will be required to submit an Official Reopening Attestation Form to the Arizona Department of Health Services for all our Indoor Gyms and Fitness Clubs/Centers for their approval. We must demonstrate we have met all requirements for reopening on the attestation form and it must be approved by ADHS. We are currently working on this process.

You can check the following link to see latest on facility reopening dates and times. Check <https://suncitywest.com/covid19/>. All items on the list are subject to change.

Recreation Activities/CC&Rs: (Riley)

CC&Rs

18. 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.

19. CC&Rs Investigators are doing a very good job. Current Open violations are at 59 as of this past Monday.

20. Interviews for the CC&R Clerk position begin Wed. 8-19-20.

Chartered Clubs:

21. Please visit this link for the latest in Club Closures and Openings. <https://suncitywest.com/covid19/>

22. Staff has contacted Clubs that are currently closed to inform them that they will be closed until a minimum of October 1st. We will review the situation again at that time.

23. The first Chartered Club Committee Meeting was scheduled to be held Tuesday, 8-18-20 at 9:00 a.m. These meetings are not yet open to the public but are streamed for those who would like to attend remotely.

24. Staff has updated the Club List as to their open or closed status.

25. Staff will be reviewing Club activity in mid-September for the month of October.

Tours and Scheduling:

26. The Tours and Scheduling Dept. continually reviews all Club Room Schedules as well as upcoming meetings for possible cancellation.

Village Store

27. The Village Store current hours of operation are from 9 a.m. to 1 p.m. Monday through Friday. These hours will continue into September.

28. Due to Corona Virus and the need for social distancing, we currently allow 6 to 8 people in the Village Store at any one time. The wearing of masks is mandatory for indoor facility locations along with increased facility sanitization.

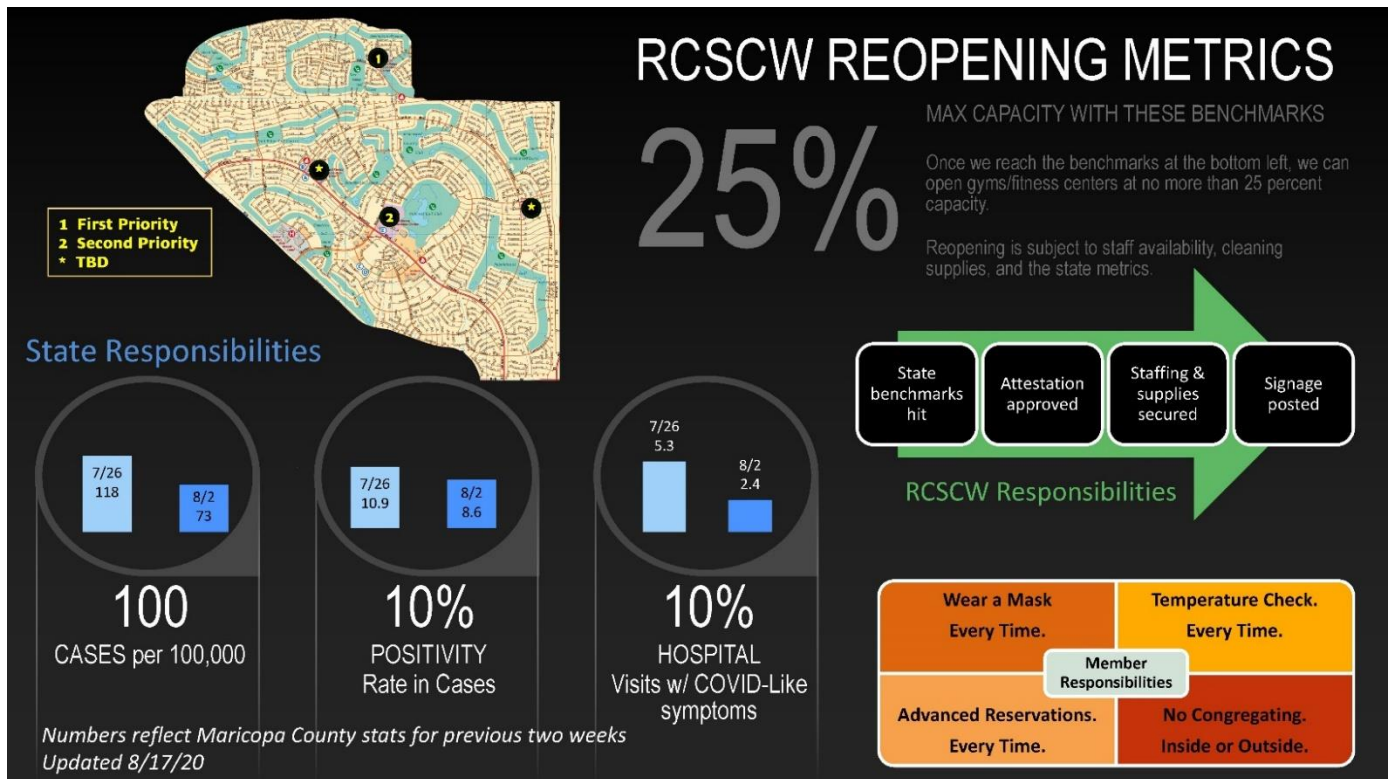
29. Sales through the Village Store were fairly good last week.

30. Store Manager Katie Van Leuven will be participating in upcoming SCW Radio Programming on 103.1 FM that will focus on small businesses in Sun City West.

31. Katie will also be attending a meeting with the Clay Club to discuss the possibility of an outdoor sale for the Club.

General Services:

32. For the most up-to-date information on the Covid-19 virus, please visit our website at <https://suncitywest.com/covid19/>. We are getting close to meeting the Covid-19 benchmark numbers for reopening at 25% capacity as per state mandates (See Reopening Metric Below).



33. Staff should continue to let IT know if they have any additional needs for Audio/Visual equipment to assist in conducting business remotely during the shutdown. The IT Dept. has been working with staff, committees and the Board to assist in the setting up of remotely streamed meetings and the use of other communication technologies.

34. The IT Department continues to encourage Staff to make IT aware of any and all personnel changes in their departments as this affects email addresses, phone numbers, access to software and hardware, etc. which requires action on IT's part.

35. We have been very busy with our Portal testing and working with TEI to make sure that it's right.

36. Martin is finalizing the tri-fold pamphlet on Association dues and what they pay for. He is also working on a video dealing with the same subject which could be used for educational purposes for new owner-members.

37. The Northwest Valley Sun Cities Transit Study Group has scheduled a virtual public meeting on September 10 from 2:30 through 3:30. Check out their web site at valleymetro.org/northwestvalley for information on how to register and join the meeting.

38. Staff is reminded that if they have any planned interaction with or response going to the media, they should go through Katy O'Grady first before moving forward.

RHJ Library:

39. We have reduced the hours of operation for the Library. Library hours are now Tuesdays through Saturday from 9 a.m. to 2 p.m. through the end of September.

40. The number of people coming in to use the Library is still about 1,000 per week.

41. Library personnel are working with Martin from IT creating tutorials on how to use library resources like the New Destiny Discover Library Catalog. We would like to offer instruction on PDF, how-to videos and offer some live teaching options.

42. We continue to look at ways to offer virtual library programming. One of our local authors will do a presentation at the end of September.

43. We are continuing the Grab and Go limited service. There are a few more people asking for the curbside service but most patrons prefer to browse for materials. More puzzles are going out and we've added more to keep up with demand.

Financial Services:

44. The final report on this year's audit is expected the end of this week or next. There were no major findings. The report will be presented to the B&F Committee at their meeting on 9-22-20 and to the Governing Board at their meeting dated 9-24-20.

45. We are waiting to hear the status of the Insurance Claim on the Kuentz Gas Line Project.

46. We continue working on the Annual Reserve Study with an outside consultant. All information should be turned over to them by Wednesday of this week.

47. We will be meeting with the Association Auditor to discuss the PPP Loan Forgiveness Application Process.

Events Planning:

48. Events have been very slow. We will move forward with all the events we can but as you know, everything is subject to change.

49. Monday, August 17, 2020 begins exchanges for our rescheduled 2021 Spring Fest.

50. We will be holding our Free Movies in the Park with limited attendance for SCW residents only. You must get a ticket from the Box Office to attend. Tickets will be available beginning Tuesday, September 15th at the Box Office only. The first Movie in the Park takes place on October 4 at dusk and features “JoJo Rabbit” Rated PG-13. Our next feature, *Midway*, will be on October 11. Social distancing and masks are required!

51. We will also offer our October Concerts in the Park which have been scheduled for Oct. 3 – Faded Jeans, 10/10 – Rhythm Edition, 10/17 – Johnny K & K Kompany. These concerts have all been sponsored by *Home Instead*. Tickets are available beginning Sept. 15 for \$5 limited admission for SCW Residents at the Box Office only. Full concessions will not be available at these events. Social distancing is required! Masks required when roaming around and when dancing!

52. *Sixties Mania* comes to Sun City West on November 5, 2020 at 7 p.m. at Beardsley Park. Tickets are available. We have only sold 30% of available tickets as of this date.

53. *HIFI* performs at Beardsley Park on November 6, 2020 at 7 p.m. Tickets are available. We have only sold 28% of available tickets as of this date.

54. 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 Gazebos as space for dancing.

55. We have closed all sales to 2021 Top Hat and Cruise Ship Series tickets to allow for more room between the seats. If the virus numbers subside and we no longer have to worry about distancing, we can always open back up for individual ticket sales on these events.

Human Resources:

56. Some employees continue working from home to limit the number of employees working together in close proximity at their offices and it does not impact the daily operation of their departments.

57. As a precaution, HR has instructed employees to continue to take their temperatures each morning after arriving at work and initial off that the reading is below 100.4 degrees. If the reading is higher than that they are instructed to contact the HR Department or their supervision. This should be done until the end of the month.

58. The HR Dept. received only one new report of an employee spouse positive COVID-19 case this past week. The numbers appear to be heading down.

Golf Operations:

59. Revenue numbers for the first 16 days of August; Green Fees and Cart Fees were 24% ahead of prior year. Rounds of golf for the same time period are 14% ahead of last year's numbers. Grandview Golf Course had the biggest improvement over prior year. Revenue for golf lessons with both Dave Arend and our PGA Staff will be reported at the end of the month on a monthly basis.

60. **Woman's Golf Day** – Tuesday, September 1, 2020. This will be our third year of celebrating women who play golf. Golf Operations will supply raffle prizes for each of the Ladies' Golf Clubs.

61. **Web Portal** – There have been some challenges in getting the Portal tested and finalized. We are looking at September to implement the new components of TEI (Total E Integrated).

62. **World Handicap System** – Executive golf courses (Desert Trails, Stardust and Echo Mesa) both the Men's and Women's Golf Clubs will have decisions to make starting at the first of the year concerning who will provide their handicap computations. The USGA will be changing the way the handicaps are handled from an administrative standpoint.

63. **Thanksgiving Schedule** – The four golf courses open on Thanksgiving this year will be Desert Trails, Echo Mesa, Pebblebrook and Trail Ridge.

64. We have a tour scheduled of the Sterling Grove Golf Course and Community located at the 303 & Cactus on Wednesday at 11:00 a.m. with their Golf Course Superintendent Red Meyers and GM Ryan Stemsrud.

65. We will re-visit working with Golf Now on January 1, 2021.

Environmental Services:

66. Golf Course Maintenance

Project Updates:

- Pebblebrook Shoreline Project – Caps for the block wall were installed last week and backfilling was completed. Final grading will be completed this week as well. Sod installation (26,000 sq. ft.) is scheduled for Wednesday of this week.
- Desert Trails Bunker Project – The first 100 tons of bunker sand came in last Friday. Sand deliveries are scheduled for everyday this week. We will put out at least 200 tons of sand per day during the project. We are still scheduled for completion by the third week of September.
- Well Pump Inspections were performed last week on all seven well sites. We should have the efficiency reports alter this week. Early indications show that production on a couple of well sites have slightly dropped off. Normal readings are 1,000 gallons per minute (GPM) but two of the well sites report readings of 800 GPM.

- Palm Tree Trimming Update: Trimming crews will be at Echo Mesa and Grandview Golf Courses this week.
- Stardust Golf Course will close this Thursday, (8-20-20) for greens aerification and reopen on Tuesday, August 25th. This will be the last of our summer aerifications.
- Echo Mesa reopened on Monday. The Course Maintenance Crews had a lot of cleanup to do because of the high winds the night before. We lost 4 trees in total from our 7 golf courses.

67. **Landscape Maintenance:**

- Palm Tree Trimming Update: Trimming of all Rec. Centers Palm Trees will be completed this week.

68. **Management:**

Other Items discussed:

- Documentation and Logistics required for reopening indoor facilities once virus benchmarks have been met.
- Dog Park and Tennis Court Proximity Poop Collection
- Reciprocal Agreements
- Communication – Out of the Ordinary Management Decisions
- GB Workshop on Friday, Sept, 11

Upcoming Events

Summer Streaming Concerts

Only Individual Shows available

| Group | Dates of Streaming | Duration | Cost |
|-------------------------|--------------------|------------|------|
| The Arizona Wildflowers | June 9 – August 31 | 60 Minutes | \$5 |
| T.A Burrows Bandstand | Aug 24 – Aug 31 | 60 Minutes | \$5 |

Current / Upcoming Ticket Sales

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

WE have closed all sales for Top Hat 7pm and Cruise Ship to allow more room between seats! If this subsided we can always open back up for individual sales 😊

Today begins exchanges for our re-scheduled 2021 Spring Fest

OCTOBER CONCERTS

We will have our normal October Concerts scheduled with some updated changes

Concerts all will cost \$5/SCW Resident

NO FULL CONCESSIONS

Tickets will be available Tuesday, September 15th at BOX OFFICE ONLY

Limited Admission

- 10/3 – Faded Jeans
- 10/10 - Rhythm Edition
- 10/17 – Johnny K & Kompany

ALL Sponsored by Home Instead

Free Movies in the Park

We will have our FREE Movies in the Park with limited SCW Residents Only

You must have a ticket for admission

Tickets available for purchase Tuesday, September 15th at BOX OFFICE ONLY

- 10/4 – JoJo Rabbit Rated PG-13
- 10/11 – Midway – Rated PG-13
- 10/18 – Knives Out – Rated PG-13

**SOCIAL DISTANCING IS REQUIRED! MASKS ARE REQUIRED
WHEN ROAMING AROUND AND WHEN DANCING!**

Ticket Sales August 17, 2020

Summer Streaming Concerts

| Show | Dates of Streaming | Sold | Cost |
|---|--------------------|------|------|
| Season Pass - <i>Expired</i> | June 9 – August 31 | 98 | \$20 |
| Duende - <i>Expired</i> | June 9 – June 15 | 257 | FREE |
| The Wildflowers | June 9 – August 31 | 12 | \$5 |
| Band of Brothers - <i>Expired</i> | June 16 – June 22 | 8 | \$5 |
| Gordon Lightfoot Tribute - <i>Expired</i> | June 23 – June 30 | 16 | \$5 |
| Arizona Trio/Band of Brothers- <i>Expired</i> | July 4 – July 10 | 177 | FREE |
| SwingTime | July 14 – Aug 10 | 17 | \$5 |
| T.A. Burrows | Aug 24 – Aug 31 | 12 | \$5 |

| Show | Location | Tickets Sold | % | Date of Event |
|---------------------------|-----------------|---------------------|----------|----------------------|
| FALL FEST - Sixties Mania | Beardsley | 648 | 35% | 11/58/2020 |
| FALL FEST – HIFI | Beardsley | 601 | 28% | 11/6/2020 |

Subscriptions

| | | | | |
|------------------------------------|------------|-----|------|------|
| 2021 Cruise Ship Subscriptions 7PM | Palm Ridge | 598 | 100% | 2021 |
| 2021 Top Hat Subscriptions 3PM | Palm Ridge | 475 | 76% | 2021 |
| 2021 Top Hat Subscriptions 7PM | Palm Ridge | 679 | 100% | 2021 |