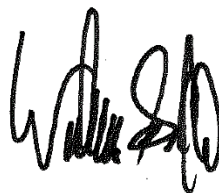


# Recreation Centers Of Sun City West, Inc.

---

## INTER-OFFICE MEMORANDUM:

**Date:** July 27, 2020  
**To:** RCSCW Governing Board  
**From:** William Schwind, General Manager  
**Subject:** Weekly Activity Report – July 27, 2020



### Facility Projects: (Karl)

#### **Kuentz:**

1. **Parking Lot:** Walkways and Curbing are still in progress and on schedule.
2. **Craft Room Addition:** Structural Steel Roof supports, Interior Steel Stud Framing, Rough Electrical, HVAC Ducts, Plumbing and Roof Drains are in progress.
3. **Courtyard Renovation:** Decorative and Perimeter Ironwork measure/fabricate. Gas heaters in progress and on schedule.
4. **Spa Room Remodel:** This Project was completed 07/23/20. We will be cleaning and filling the Spa on 07/31/20
5. **Men's/Women's Shower Renovation:** Plumbing, Shower Pan Liners, and Durarock is in progress and on schedule.
6. **Storage Room Addition:** Framing and Trusses in progress and on schedule.

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

7. **RHJ Large Dog Park:** Grading, Drainage and Masonry still in progress.
8. **RHJ Memo's Café Gas Line:** Gas Riser and the Alarm System Modification are in progress. The vendor will be tapping into the main line at the parking lot this week.

#### **Beardsley:**

9. **Beardsley Arts & Crafts Roof Restoration:** The Roof Restoration Project is in progress and on schedule.

**Facility Maintenance: (Russ)**

10. Facility Maintenance crew installed expanded metal at the Deer Valley Pro Shop to try and address the Woodpecker holes that are continually being made.
11. Working on metal sheeting for the Palm Ridge Facility to keep Woodpecker activity down. This job will require a crane rental.

**Recreation: (David)**

12. Due to the spike in corona virus positives in AZ, the impact on staffing, the Governor's latest Executive Order and our current backlog of sanitizing supplies, we continue to delay the reopening of our indoor pool at Beardsley until the situation improves.

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.

13. Due to the Governor's most recent orders, all indoor Pools, Fitness Rooms, Table Tennis, Racquet Ball and indoor walking track facilities continue to be closed through August 10. Those coming to the outdoor pools are following the Governor's Executive Orders for the most part. We've been monitoring traffic at the pools which continues to hold steady. Staff will continue headcounts to comply with social distancing rules. Attendees continue to make the best of the situation.
14. A break-in was reported at the Beardsley Facility. Two vending machines were broken into and a facility golf cart was taken as well. A Police Report has been filed and David will contract and inform the vending machine owner.
15. We are upgrading the flooring in the Beardsley Sagebrush and Photography Rooms.
16. The Kuentz Fitness Room Equipment bids are all in and a rendition of the Fitness Room layout has been completed.

**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 89current violations as of 07/20/20.
18. Current Open violations are at 78 as of 7/27/20.
19. Violators are becoming increasingly combative over violation notices.
20. Underage Violation complaints are still the rise. We are addressing these. We successfully removed a group of 20-something people occupying a rental in Sun City West.

21. Political confrontations with neighbors are increasing over signage.
22. Palm tree complaints are still on the rise.

**Chartered Clubs:**

23. Staff is working with the Chartered Club Committee Chair Donna Maloney to create training for new Committee Members.
24. Staff is also working with Donna to create an improved Disciplinary Action Plan.
25. Clubs are turning in new Bylaws to Dori Miller for obtaining approval.
26. It was reported that Sun City's Metal Shop and Computer Clubs were temporarily shut down due to non-distancing.

**Tours and Scheduling:**

27. Mona and Jan are working on CR-6 Forms. Club presidents will begin picking up the tentative schedules this week.

**Village Store**

28. The Village Store current hours of operation are from 9 a.m. to 1 p.m. Monday through Friday. Village Store Management are taking in new merchandise from the Clubs limited to a maximum of 3 items per person per week and rotating out the older items. Sales are good at this time.
29. 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. Making masks mandatory for indoor facility locations along with increased facility sanitization gives employees as well as members an increased feeling of safety and security.
30. We have cancelled the Fall Arts and Crafts Fair originally scheduled for November 2020 and look forward to the Fair in the Spring.
31. 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:**

32. Business at the Sports Pavilion remains 73% down in revenue when compared to the same time period for last year.

33. We remain concerned about being able to hold the Fall League due to Corona Virus. In canvassing League Bowlers, 415 committed to Bowl in September and 530 said they would not Bowl. 1,000 Bowlers are not yet committed. We expect that non-resident revenue will be cut in half as compared to last year. Most bowlers cite the wearing of masks and social distancing as the main reasons they will not bowl.

34. We were informed that Sun City Bowling Lanes do not plan to open for business until January 2021.

### **General Services:**

35. 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 (7-20-20) there were 1,559 additional positive cases of Corona Virus (231 of those in Sun City West) and 23 deaths.

36. Staff should let IT know if they have any additional needs for Audio/Visual equipment to assist in conducting business remotely during the shutdown.

37. We have installed and are migrating the data for the new credit card server on Wednesday, July 29. No credit card sales can be conducted after 3:00 p.m. All other sales (cash, check, member credit or gift cards) can be made as usual.

38. 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.

39. Just a reminder to all that Maricopa County elections people dropped off the election equipment at the Social Hall this week and you can participate in early voting for the Primary beginning 8 am to 3 pm July 29 through August 3 and from 6 am thru 7 pm on August 4, Primary Election Day.

### **RHJ Library:**

40. We are reducing the hours of operation for the Library. Beginning July 28 the Library will be open Tuesdays through Saturdays from 9 a.m. to 2 p.m. Curbside pickup is still being offered for those not wanting to come into the Library.

41. We started the temperature checks with Staff and Volunteers on July 21.

42. The new Library Facilities Assistant William Wuest started on Tuesday, July 28 and will begin training with Staff.

### **Member Services:**

43. 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](mailto:membership@suncitywest.com).

44. For the month of July 2020 we've had 100 APF's with 7 refunds for a total of \$325,000. There were 115 APF's collected for the entire month of July in 2019.

45. The Late Fee Module was turned back on as of July 15<sup>th</sup> which will automatically begin assessing late fees for those accounts not paid up to date.

46. Regarding the placement of a lien on a property, as of July 1<sup>st</sup> all people deeded on properties will have their member privileges suspended even if one of them is paid to date once a lien is placed on the property. We will be calling those who already have a lien placed to advise them of this. They will no longer be considered as being "in good standing". Beginning in July, once a lien is recorded, we will issue a letter indicating that a lien was placed on the property which will include all owner's names stating that their privileges have been suspended. A copy of the lien and a new Invoice Statement for the amount owed will be attached.

### **Financial Services:**

47. Our annual audit began on July 21, 2020. We will be using an Audit Portal to conduct most of our business online. The auditor had 60 requests for information/documentation in support of the audit. Target date for review of the audit will be in August.

48. We have processed about \$1.3 million in Purchase Orders for the new Budget year for Capital Projects.

49. We are preparing to calculate the numbers and submit our application for the Payroll Protection Act Forgiveness Program.

50. Our Vanguard Investments came in half million dollars ahead.

51. We moved some CDs into stable ticker stocks which gave us a .6 return vs. .01 return on the CDs.

### **Events Planning:**

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

53. 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 15<sup>th</sup> 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.

54. 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.

55. *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.

56. **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.

57. 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.

58. 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:**

59. With the assistance of Department Managers, HR Manager Marie Mrowczynski developed a spread sheet listing the schedule of employees indicating when they are working from home. The purpose of this was to limit the number of employees working together in close proximity in their offices and have them work from home where it does not impact the daily operation of their departments.

60. As a precaution, HR has instructed employees 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.

61. There has been talk about the number of days required for quarantine going from 14 days to 10 in some circumstances. We will continue to use a 14 day quarantine period when required.

62. HR Manager Marie Mrowczynski informed staff that the Governing Board would like the names of those employees whose work is above and beyond what is expected of them. The Board would like to recognize these individuals during upcoming meetings beginning in September.

### **Golf Operations:**

63. Revenue numbers for the first 25 days of July; Green Fees and Cart Fees were 30% ahead of prior year. A contributing factor to the positive revenue is the rate increase for green fees which started on July 1. Round of golf for the same time period are 25% ahead of last year’s numbers.

64. Green Team – Saturday play with the Green Team has been cancelled. This was tied into the Echo Mesa GC closures. As this would have limited play at Stardust golf Course for open resident play. Lessons will still continue every other week at Stardust Practice Facility.

65. Golf Lab – We have reviewed the draft of the new Golf Lab Agreement and made some additional minor changes. We are looking forward to moving on and getting this component of Golf Operations in place and up and running.

66. **Web Portal** – There will be a meeting with Linda Plastas and Lynn Watt to discuss any changes that need to be made to the web portal.

67. **COVID Update** – Employees are taking temperatures when reporting to work at all the open golf courses and Golf Operations. We haven't had any problems with temperatures being too high and it appears that everyone working is doing okay.

68. **Special Events/Tournaments** – We have created a “proposed” tournament schedule for the fall and winter. Looking at modifying these events as they encouraged congregating through shotgun starts and food and beverage offerings. Looking for new sponsor with our year-long tournament series (Coors Light). We have new sponsors for both our scorecards and our range ball dispensing machines.

### **Environmental Services:**

#### **69. Golf Course Maintenance**

Project Updates:

- Block for the Shoreline Project at Pebblebrook will start going in this week.
- Staff at Desert Trail will finish contour work on the bunkers this week. New sand is scheduled for delivery the week of August 10.
- Trail Ridge Golf Course reopened on 7-28-20. The course was closed for greens aerification.
- Palm Tree Trimming Update: The Tree Crew will be back to complete Grandview Golf Course this week.
- Echo Mesa Golf Course closed this past Sunday and will be closed for three weeks due to COVID-19 and staffing issues. We plan to reopen on Monday, 8-17 (3 weeks). This will give the crew time to catch up on some much-needed maintenance that we currently cannot accomplish.
- Greens Aerification date for Stardust Golf Course has been rescheduled to August 20 through 24.

**Golf Course Staffing Update:** Paperwork was submitted last week for two new employees at Grandview and Echo Mesa. Pebblebrook had an interview scheduled for this week.

#### **70. Landscape Maintenance:**

- The palm tree trimming crew will be back out this week to trim along R. H. Johnson Blvd.

71. **Management:**

Other Items discussed:

- We will be scheduling individual Departments to give a presentation at upcoming Work shop Meetings beginning in September.

## 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
SwingTime	July 14 – August 10	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 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 😊*

## **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 15<sup>th</sup> 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 15<sup>th</sup> 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 July 27, 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	15	\$5
T.A. Burrows	Aug 24 – Aug 31	12	\$5

Show	Location	Tickets Sold	%	Date of Event
FALL FEST - Sixties Mania	Beardsley	626	30%	11/58/2020
FALL FEST – HIFI	Beardsley	581	28%	11/6/2020

### Subscriptions

2021 Cruise Ship Subscriptions 7PM	Palm Ridge	598	100%	2021
2021 Top Hat Subscriptions 3PM	Palm Ridge	459	76%	2021
2021 Top Hat Subscriptions 7PM	Palm Ridge	679	100%	2021