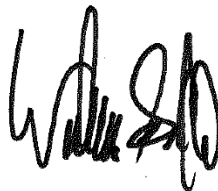


Recreation Centers Of Sun City West, Inc.

Date: October 05, 2020
To: RCSCW Governing Board
From: William Schwind, General Manager
Subject: Weekly Activity Report – October 05, 2020



Facility Projects: (Karl)

Kuentz:

1. **KZ Craft Room & Fitness Addition:** Taking care of final room requirements and details for the Final County Inspection.
2. **KZ Courtyard Renovation:** We are working on final touchups, painting, pots and planter installation.
3. **KZ Pool & Patio Deck Resurface:** Pool Deck Grinding is in process.
4. **KZ Existing Parking Lot:** Asphalt Seal and Stripe is in progress. We are half-way through with this project.
5. **KZ Parking Parking Lot Expansion:** We are finalizing the newly expanded parking lot for the Final County Inspection.

R. H. Johnson:

6. **RHJ Large Dog Park Renovation:** Final grading, granite landscaping, painting of walls and pre-sod curbing are all in progress.
7. **RHJ Library Countertop Replacement:** The September installation of the countertop was delayed until Monday Oct. 5th due to the vendor's staff-clearing COVID-19 related issues.

Facility Maintenance: (Russ)

8. Facility Maintenance Staff will be changing out the Kuentz HVAC Units and expect to tie the rest of the units up over the weekend.
9. Staff will be replacing ceiling tile that was removed to match the new ceiling tile that was installed at Kuentz.

Sports Pavilion:

10. We have gone back to our normal Fall Operation Hours, seven days a week from 8 a.m. to 9 p.m. We are complying with State and CDC Reopening Guidelines and will operate at 50% capacity. We are limiting the number of chairs available along the concourse so they cannot be used for congregating before or after bowling.
11. For the month of September 2020 as compared to 2019, play is down 42% and revenue is down 50%.
12. Our Sunday NFL Event was attended by 21.
13. 100 Bowlers participated in our CBD Junior and Seniors Tournament over the weekend. Participants bowled an average of 244 over 22 games. There were five 300 games bowled during this event. Revenue was good as well as beer sales.

Member Services:

14. 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.
15. For the month of September 123 APF Fees were collected with 18 refunds. There were 89 APF Fees collected for the same time period in 2019.
16. For the first 4 days of October 2020 we are at 22 APF's collected as compared to 93 for the month of October in 2019.
17. We are up 16 APF's over last calendar year and 19 APF's over last fiscal year. Home sales continue to do well.

Recreation: (David)

18. The Arizona Department of Health Services has authorized the reopening of our indoor Fitness Centers to 50% of capacity. We are required to maintain the criteria established by the AZ Dept. of Health Services and the CDC to remain open. This includes the wearing of masks and requiring social distancing while using the facilities.
19. We welcome Jack Stroup as the Supervisor to the R. H. Johnson and Kuentz Facilities. David Bennett is responsible for Supervision of Beardsley and Palm Ridge.
20. Recreation Management is looking at new uniforms for the Rec. Department.
21. We will be following up with the vendor on fitness equipment for Kuentz.
22. We have been open at 50% capacity over two weeks now. The population using the facilities is steady but slow. We have experienced no major problems so far.

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

23. The schedule for our Audio-Visual Tech., Johnson Smith, is filling up. Anyone needing AV Assistance is asked to submit a ticket so IT can schedule and track our AV needs.

Recreation Activities/CC&Rs: (Riley)

CC&Rs

24. 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.

25. Current Open violations are at 57 as of today.

26. Violation reports continue to pick up on RVs and property issues.

Chartered Clubs:

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

28. All Chartered Clubs Reservation Worksheets for 2021 have been distributed.

29. Some Water Fitness Classes are reopening today.

30. Staff is assisting Clubs with mandatory Bylaw changes. They are also assisting with Club Elections and virtual Quarterly Meetings.

31. Many Clubs are choosing to carryover last year's Officers.

32. We have been dealing with Rec. Centers seating issues.

33. There will be an All Club Food Drive: Salvation Army, March 20, 2021 from 10 a.m. to 2 p.m. at the lower parking lot of the R.H. Johnson Facility featuring Drive-Thru Drop Off.

Village Store

34. The Village Store current hours of operation are from 9 a.m. to 1 p.m. Monday through Friday. These hours will continue through the month of October.

35. Village Store sales for September were only half of what they were in 2019.

36. Revenue from the Metal Club security mail boxes was very good, however, due to Covid-19 restrictions, the Club is not able to produce any more mail boxes at this time and there is no more inventory.

General Services:

37. For the most up-to-date information on the Covid-19 virus, please visit our website at <https://suncitywest.com/covid19/>. We have met the Covid-19 benchmark numbers required by the CDC and AZ Dept. of Health Services for reopening our indoor facilities at 50% capacity as per state mandates.

38. Early voting for the upcoming General Election begins Wednesday, Oct. 28 through Saturday, Oct. 31 from 8 a.m. to 3p.m. and on Monday, Nov. 2 in the Social Hall from 8 a.m. to 3 p.m. Voting continues on Election Day, Tuesday, Nov. 3 from 6 a.m. through 7 p.m. also in the Social Hall.

39. Our Member Portal is up and running. It can be found at <https://suncitywest.totaleintegrated.com>. Should members have trouble with the Portal, i.e., logging in, resetting passwords, etc., email us at portal@suncitywest.com to report the issue so we can assist. FAQs will be available on the new Portal.

40. We are working on the PR for upcoming Holiday closure publication.

41. With Veteran's Day being right around the corner, staff is asked to check the listing of RCSCW Military Veterans and make any changes before publication of the list in the next Centerline.

42. Our Tech Talk Video Classes are going well. We plan to add more in the future. We also plan to produce 4 video classes on TORCH.

43. As of Tuesday, 10-06-20 there were 506 positive cases of Covid-19 and 4 deaths reported in Maricopa County.

RHJ Library:

44. Beginning Tuesday, October 6, the Library will be returning to normal operating hours of 9:00 a.m. to 4:00 p.m., Tuesdays through Saturdays.

45. Library Study Rooms will be open for 1-hour sessions. Appointments can be made in the Data Resource Center. Rooms will be sanitized between each use.

46. New Library counter tops were scheduled to be installed on Monday 10-05-20.

47. 372 people used the computers in the Data Resource Center for the month of September 2020. This was a decrease of 46 percent compared to September of 2019.

48. Total number of visitors to the Library for the month of September 2020 was 4,688 people which was a decrease from September 2019 of 29%.

Financial Services:

49. The candidate selected for the open position in Accounting was given a start date of 10/19/20.

50. Staff will be discussing several items at this week's Budget and Finance Committee Meeting; The definition of "Encumbrances" and how we track them; How prior year carry-overs maintain their applicability; health insurance update for B&F Committee; and where we stand on Capital Tracker. To date \$2.8 million has been spent on Capital Projects with a savings of \$200,000.

51. The Accounting Staff is working on our annual tax returns.

Events Planning:

52. We have cancelled all fall special events for the remainder of **2020**. The main reason for this decision was to keep us from the possibility of losing substantial down payments on our bookings, not knowing at this point if we could sell enough tickets to cover costs or if the event would have to be cancelled due to state mandates.

53. We have learned that the Arizona Dept. of Liquor is not accepting requests for Special Event Licenses for gatherings until further notice.

54. Please see the attached "Upcoming Events" Sheet for all available event information.

55. Our next DRIVE IN MOVIE, *Knives Out*, will be shown on October 15 in the RHJ North Parking Lot at Dusk. Tickets are available October 6.

56. We will be raising money for St. Mary's Food Bank and hosting a Food Drive for St. Mary's from November 2nd through December 18th.

57. 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:

58. The HR Dept. received reports of three positive COVID-19 cases this past week; one was an employee, one was an employee family member and the last was a resident/club member.

59. Staff was advised that Performance Evaluation Forms would be sent to them next week and are due back the Wednesday before Thanksgiving.

60. HR Manager, Marie Mrowzynski, reminded Staff that the Governing Board continues to ask for nominees for Board Recognition at upcoming meetings.

61. The Employee Holiday Breakfast was cancelled for this year. We will be exploring what we might possibly do in its place.

62. The Maricopa County Travel Reduction Survey will be available on 10/08/20. The Survey will be totally electronic this year...no paper.

63. We will be keeping our employee health care carrier Cigna next year.

Golf Operations:

64. Revenue numbers for September; Revenue was up 30% over prior year and Rounds were up 22% over of prior year. Cumulative since July 1st, 2020 we are up 23% in round count and 31% in revenue.

65. The 25th Anniversary of the Octogenarian Tournament on Saturday, October 24th is sold out. There will be 100 80 year-olds and up participating in this Tournament. We also have five names on the waiting list. The tournament will be held on the Desert Trails Golf Course to help with showcasing the new bunkers that Todd Patty and staff refurbished this summer.

66. Jack Stroup started his new position with the Recreation Division. He will be supervising the R.H. Johnson and Kuentz Facilities. Golf Course Custodial Maintenance responsibilities will go back to each of the Pro Shop Supervisors.

67. We have completed the hiring of our 27 Player Assistants and 7 Call Center employees. We are still looking to fill the vacant Golf Operations Coordinator position.

68. Men's Day on Wednesday and Thursday seems to be working out fine. A few complaints about getting early tee times on Thursday but all those tee times are being filled with RCSCW Chartered Club Golfers.

69. Player Assistants will start patrolling Trail Ridge Golf Course in the early evenings for trespassers. Last spring, we had challenges with non-resident fishermen on the lakes at #17 and #18. We hope to nip this in the bud early on this fall.

70. We are still putting the finishing touches on the Golf Instructor lesson options on USchedule and how to best work the Golf Simulator and David Arend schedule. Otherwise it is working well.

71. The First Swing kick-off event for the Green Team is scheduled for Saturday, November 14th at Echo Mesa. We are expecting 32 new golfers to get exposed to the benefits of joining the Green Team program. We would normally have 65 at this event but had to cut it back due to Covid-19.

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

Environmental Services:

73. Golf Course Maintenance

Overseeding Update:

- The first courses overseeded, Pebblebrook, Echo Mesa, Desert Trails and Grandview have all been overseeded and are looking great! We started making the first cuts at Pebblebrook Golf Course over the weekend. The other three courses are scheduled to start mowing within the next couple of days. Courses are scheduled to reopen on Tuesday, Oct. 20th.
- The last three courses, Deer Valley, Stardust and Trail Ridge will close on Thursday Oct. 22 and reopen on Tuesday, November 17th.

74. **Landscape Maintenance:**
Overseed Update:

- Liberty Softball Field and Section 1 of the Small Dog Park have been overseeded. The Ball Park is scheduled to reopen on Thursday, Oct. 15th and Section 1 of the Small Dog Park will open on Thursday, Oct. 22nd.
- Small Dog Park (Section 1) will close for overseeding on Thursday, Oct. 1 and is scheduled to reopen on 10-22-20.

As a side note, we put down about 300,000 lbs. of seed and about 8,000 gallons of fertilizer during overseeding.

The RHJ Great Lawn and ARC lawn were seeded on Monday.

Upcoming Events

Current / Upcoming Ticket Sales

Event	Event Date	Location	Time	Ticket Sales
Santa Paws	December 2 nd	RHJ North Lot	9a-2p	November 3 rd
Letters To Santa	Mail out November 30 th	BOX OFFICE	N/A	October 13 th
DRIVE IN MOVIE – Knives Out	October 15 th	RHJ North Lot	Dusk	October 6 th
DRIVE IN MOVIE – The Shining	October 29 th	RHJ North Lot	Dusk	October 6 th
Virtual Thanksgiving 5k	Nov 25 -27 th	ANYWHERE	ANYTIME	Available Now
TOP HAT 3pm	2021 Series	Palm Ridge	3pm	SALES CLOSED
TOP HAT 7pm	2021 Series	Palm Ridge	7pm	SOLD OUT
CRUISE SHIP RENEWALS	2021 Series	Palm Ridge	7pm	SOLD OUT

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

FREE DRIVE IN MOVIES

Be sure to get your Letters to Santa – Post Stamped by the North Pole

For SUN CITY WEST Residents ONLY 🤗

We are teaming up with ARC for our Curbside Christmas Wave to Santa and receive a craft including a fortune teller, reindeer food and much more along with a small breakfast

For SUN CITY WEST Residents ONLY 🤗

2020 SCW Thanksgiving 5k

<https://raceroster.com/events/2020/34556/sun-city-west-thanksgiving-virtual-5k>

We are raising money for St. Mary's Food Bank
We will also be hosting a food drive for St. Mary's from:
November 2nd – December 18th

Ticket Sales September 28, 2020

SCW Thanksgiving 5k	Virtual	11	n/a	11-25-11-27
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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