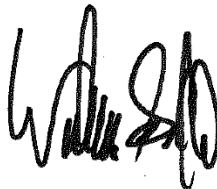


# Recreation Centers Of Sun City West, Inc.

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**Date:** October 19, 2020  
**To:** RCSCW Governing Board  
**From:** William Schwind, General Manager  
**Subject:** Weekly Activity Report – October 19, 2020



## Facility Projects: (Karl)

### **Kuentz:**

1. **KZ Craft Room & Fitness Addition, Courtyard Renovation, Parking Lot Addition, Storage Room Addition:** Final Project walk through was completed on 10-16-20; punch list items are in progress. We are waiting on Maricopa County final approval of Grading and Drainage As-Builts for scheduling of the Project's Final County Inspection for Certificate of Occupancy.
2. **KZ Pool & Patio Deck Resurface:** This Project was completed 10/15/20.
3. **KZ Existing Parking Lot Asphalt Seal and Stripe:** Project is in progress and is 2/3 completed. We expect to have complete on 10/25/20.

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

4. **RHJ Large Dog Park Renovation:** Iron fencing is installed; concrete curbing, granite landscape installation and final irrigation system are in progress. We expect delivery and installation of overseeded sod on 10/21/20.

### **Metal Shop:**

5. **Metal Shop Addition Project:** Maricopa County Pre-Application Meeting completed 8/25/20. The County required the Metal Shop's two parcels to be combined, a new Deed created and recorded. This was completed on 10/09/20. The County required a Plan of Development Application to be signed; submittal is in progress. The time frame of the POD's Maricopa County Administrative & Substantive review of 1 – 5 months.

### **Beardlsey:**

6. **Beardsley Park Transformer & Electrical Renovation Project:** The Scope of Work on this project is out to bid.

**Facility Maintenance: (Russ)**

7. Facility Maintenance Staff is assisting in the cleanup of the Kuentz Facility and doing a very good job. They also continue to work on HVAC Units as necessary.

**Sports Pavilion:**

8. 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.

9. League Play is 45% down from last year at this time and we expect that number to improve to 40% in the near future.

10. Open Play is down 12%, which is due in part that we are limited by Covid-19 Rules and lane availability.

11. The electrical power to the scoring system went on and off twice last week for about a half hour each time. Brunswick will be coming out this week to take a look at the system. Unfortunately, the Scorers may not last through April or May of 2021. This project was deferred from the last Budget cycle.

**Member Services:**

12. 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).

13. For the first 16 days of October 2020 we've collected 69 APF's with 11 refunds as compared to 93 for the entire month of October in 2019.

14. We have recovered \$185,000 of money due the Association through the Maricopa County REDS Program.

**Recreation: (David)**

15. 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.

16. We have been open at 50% capacity for some time now. There is moderate but steady attendance at the pools and fitness rooms at our three open Recreation Centers. There have been no major issues to report to date. 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.

17. We are expecting delivery of Kuentz Fitness Room equipment next Thursday.
18. We continue to have discussion regarding staffing prior to the reopening of the Kuentz Facility.
19. We will leave the current courier schedule in place as it appears to meet the needs of the Association at this time. We will extend the schedule when activity picks up.
20. The Audio-Visual Upgrade Project for RHJ Social Hall, Lecture Hall and Palm Ridge is progressing more slowly than we would like. We are hoping to start cable installation at the end of this month. We will have more information on this next week.

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

**CC&Rs**

21. 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.
22. Current Open violations are at 59 as of today.
23. Riley has completed all but two interviews for the CC&R Lead position. We have had a few real strong candidates interview and will be making the final decision on Wednesday.

**Chartered Clubs:**

24. Please visit this link for more information and the latest Update in Club Closures and Openings. <https://suncitywest.com/covid19/>
25. Many thanks to Kasey from Events for helping the Clubs with their elections and voting during Phil's absence.
26. The Softball Club has been contacted and advised there is No Play on Saturdays.
27. Riley has spoken with the Boomers Water Volleyball about No Play at this time.
28. We have been dealing with returning club members not knowing the rules. Riley will be drafting a note to club presidents which they can use to update returning members about the new procedures that have been put into place since they have been gone.

**Tours and Scheduling:**

29. Upcoming meetings and events have been cancelled through December 1, 2020.

**Village Store**

30. Beginning Nov. 1, hours will be expanded from 9 a.m. to 4 p.m. Village Store volunteers and staff are happy with the increase in hours. New volunteers have come into the Store to sign up.
31. Sales are going well for this time of year.

## **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 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. As of Monday, there were 748 positive cases and three deaths from Covid-19.

33. Early voting for the upcoming General Election begins Wednesday, Oct. 28 through Saturday, Oct. 31 from 9 a.m. to 7 p.m. and on Monday, Nov. 2 in the Social Hall from 9 a.m. to 5 p.m. Voting continues on Election Day, Tuesday, Nov. 3 from 6 a.m. through 7 p.m. also in the Social Hall. If you would like to get your absentee ballot dropped off prior to that you can do so at Surprise City Hall located at 16000 N. Civic Center Surprise between 8 a.m. and 5 p.m. weekdays now through Election Day.

34. Our Member Portal is up and running. It can be found at <https://suncitywest.totaleintegrated.com>. There have been few problems but should members have trouble with the Portal, i.e., logging in, resetting passwords, etc., email us at [portal@suncitywest.com](mailto:portal@suncitywest.com) to report the issue so we can assist. FAQs will be available on the new Portal.

35. Microsoft has been having issues recently involving group email addresses. You may be sending an email out to a group address and only some of those on the address list are going through and others are not and there is no notification that some of those emails were never delivered. If this is happening to you, please send in a ticket to IT. You might want to individually add each of the email addresses to your email before sending.

36. The IT Department reports that there is some new “ransom wear” being sent to unsuspecting people called “Snake” which is malicious. Remember not to click the attachments or links of suspicious email you receive. If it is something important they will recontact you.

37. We met with Amber, Marketing/Sales Representative from K-Hovnanian Homes last week. They are getting ready to layout their sales pitch for the new K-Hovnanian Homes Four Seasons Development in SCW. They project their web site will be up in about 1 to 2 weeks. Model homes will start to go up in November/December with sales beginning in February 2021. It’s early yet but any questions can be directed to [arizona@khov.com](mailto:arizona@khov.com).

38. The Help Desk link was down for approximately 2 days. If Staff has submitted anything to IT during that time and they haven’t received a reply, they might want to consider resending it.

39. Since we are not able to hold our in-person TORCH Sessions right now, we have developed the first two You Tube videos for TORCH on Member Services and the new Golf Lab. They both turned out very well. These will be posted as links on our web site, ENews Letter, Facebook, etc.

40. PC/Point of Sale Computer replacements for this year are almost complete.

41. Some improvements are being made to our website at [www.suncitywest.com](http://www.suncitywest.com)

42. The number of positive tests in in Maricopa County for Covid-19 was 748 with three deaths.

### **RHJ Library:**

43. As of Tuesday, October 6, the Library returned to normal operating hours of 9:00 a.m. to 4:00 p.m., Tuesdays through Saturdays.
44. Library Study Rooms are open for 1-hour sessions. Appointments can be made in the Data Resource Center. Rooms will be sanitized between each use.
45. The Library has had a small increase in the number of visitors. This still allows for social distancing at the Library.

### **Financial Services:**

46. Rebecca Vacha selected for the open Financial Analyst position in Accounting started with us on Monday, 10/19/20. Be sure to welcome her on board!
47. The Accounting Staff has completed the September Month-End Report. Revenue is within \$4,000 and Operating Expenses are within \$9,000.
48. The Accounting Staff continues working on our annual tax filing which is due Nov. 15, 2020.
49. We had \$91,000 in unrealized gains.
50. We are reviewing the Association Investment Policy with the Budget and Finance Committee.
51. Pete will be getting Staff together to talk about the FY21/22 Budget process. We will also be working on preparing our Budget Time-Line for the B&F Committee.

### **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. 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 attached for all available event information.
55. Our DRIVE IN MOVIE, *Knives Out*, on October 15 in the RHJ North Parking Lot was attended by 40. The next DRIVE-IN Movie will be *The Shining* on October 29 which is sold out. We will be adding speakers and allowing Golf Carts. These events are limited to 50.
56. We will be raising money for St. Mary's Food Bank and hosting a Food Drive for St. Mary's from November 2<sup>nd</sup> through December 18<sup>th</sup>.

57. We will be teaming up with ARC for our Curbside Christmas. Come on by to wave to Santa and receive a craft, see a fortune teller, reindeer food and much more along with a small breakfast. This event is open to Sun City West Residents ONLY.

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. Reminded Staff that Performance Evaluation Forms would be sent to them this 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.

### **Golf Operations:**

61. Revenue numbers for the first 17 days of October; Revenue was up 12% over prior year and Rounds were up 9% over of prior year.

62. The 25<sup>th</sup> 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.

63. All 7 golf courses were open on Tuesday and Wednesday of this week. On Thursday, three courses will close for overseeding; Trail Ridge, Stardust and Deer Valley.

64. We will be setting up a tour of the Golf Lab for the Golf Committee. Dave Arend will be part of that tour. Golf Committee is also discussing the topic of Group Play. Staff will work with the Committee on this as we would like to have the schedule out by the first week of November for the Nov. 23 Group Play kick-off.

65. Pat O'Hara will be recording a segment of the SCW Radio Show on Friday, 1 pm at the Broadcast Club.

66. Green Team Lessons will be held at Echo Mesa Golf Course on Saturday. These lessons are free to Green Team Members and are given throughout the season to encourage the playing of golf by our residents.

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

**Environmental Services:**

**68. Golf Course Maintenance**

Overseeding Update:

- Grandview, Echo Mesa, Desert Trails and Pebblebrook all reopen on Tuesday, Oct. 20<sup>th</sup>.
- The last three courses, Deer Valley, Stardust and Trail Ridge will close for overseeding on Thursday Oct. 22 and are scheduled to reopen on Tuesday, November 17<sup>th</sup>.
- The Desert Trails crew will be getting the course ready for the Octogenarian Tournament scheduled for this Saturday.

**69. Landscape Maintenance:**

**Overseed Update:**

- Beardsley Park was overseeded last Thursday. The park is scheduled to reopen on Tuesday, December 1<sup>st</sup>. If the warm weather continues there is a good chance the park could open earlier.
- Section 1 of the Small Dog Park reopened on Monday, Oct. 19<sup>th</sup> and Section 2 of the Park closed for overseeding. The reopening date is scheduled for Monday, Nov. 16<sup>th</sup>.
- The Liberty Softball Field reopened Monday, Oct. 19<sup>th</sup>.
- Fall and winter flowers continue to go in this week. RHJ and Bell Road will be planted this Saturday.

## Upcoming Events

### Current / Upcoming Ticket Sales

Event	Event Date	Location	Time	Ticket Sales
Santa Paws	December 2 <sup>nd</sup>	RHJ North Lot	9a-2p	November 3 <sup>rd</sup>
DRIVE IN MOVIE – Yesterday	November 12 <sup>th</sup>	RHJ North Lot	Dusk	November 3 <sup>rd</sup>
DRIVE IN MOVIE – Wine Country	November 19 <sup>th</sup>	RHJ North Lot	Dusk	November 3 <sup>rd</sup>
Letters To Santa	Mail out November 30 <sup>th</sup>	BOX OFFICE	N/A	AVAILABLE NOW
DRIVE IN MOVIE – The Shining	October 29 <sup>th</sup>	RHJ North Lot	Dusk	SOLD OUT
Virtual Thanksgiving 5k	Nov 25 -27 <sup>th</sup>	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 😊*

### Drive In Movie Update

**We had 40 cars attend and all went well. We had a few hiccups but those are all manageable and looking forward to the next Drive in movie on October 29<sup>th</sup>. We will be adding speakers and allowing golf carts 😊 IT IS SOLD OUT**

**Be sure to get your Letters to Santa – Post Stamped from 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 seeing 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 2<sup>nd</sup> – December 18<sup>th</sup>**



## Ticket Sales October 19, 2020

SCW Thanksgiving 5k	Virtual	12	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