

Recreation Centers Of Sun City West, Inc.

Date: October 26, 2020
To: RCSCW Governing Board
From: William Schwind, General Manager
Subject: Weekly Activity Report – October 26, 2020

Facility Projects: (Karl)

Kuentz:

1. **KZ Craft Room & Fitness Addition, Courtyard Renovation, Parking Lot Addition, Storage Room Addition:** Projects are complete. Final walk punch list items are in progress. Grading and Drainage As-Builts are with the County for review and the scheduling of the Project's Final County Inspection for Certificate of Occupancy.
2. **KZ Existing Parking Lot Asphalt Seal and Stripe:** Project was completed on 10/25/20.
3. **Kuentz Patio:** Furniture is expected to arrive 11/3/20. Spa furniture will be in another week after that.

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. Installation of overseeded sod is in progress.

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 is 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. Russ Boston of Facility Maintenance has been busy working with the Properties Committee on their tours. They are 50% done with the R. H. Johnson Campus.
8. Facility Maintenance Staff is busy keeping up with MPS Work Order Requests.

Sports Pavilion:

9. 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.
10. League Play is 44% down from last year at this time and we expect that number to improve to 40%.
11. Open Play is down 12%, which is due in part that we are limited by Covid-19 Rules and lane availability. Bowling Revenue is down 48 percent and Total Revenue is down 46 percent.
12. NFL this weekend attracted 53 attendees. The event was broken up into 2 sessions so we did not exceed 50 attendees. Revenue for this event was \$39.
13. 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. The Scorer Replacement Project was deferred from the last Budget cycle.

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 first 23 days of October 2020 we've collected 104 APF's with 12 refunds as compared to 93 for the entire month of October in 2019. We are up 19 for the current Fiscal Year.

Recreation Operations: (David)

16. 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 indoor facilities.
17. We continue to remain open at 50% capacity. 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.

18. We are expecting delivery of Kuentz Fitness Room equipment this Thursday.
19. We continue to have discussion regarding staffing prior to the reopening of the Kuentz Facility once the opening date is set. Opening date will be determined once the Certificate of Occupancy has been received.
20. 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.
21. The Audio-Visual Upgrade equipment is already being delivered to the vendor. David Bennett will be working with the vendor to begin scheduling installation dates.
22. We are working with the Pickleball Club to ensure social distancing continues even as more club play builds.
23. The Clay Club was asking to meet with David about their December Pot Party and was reminded that all club events have been cancelled through December. David indicated that he would relay that information to the Club and let them know that all events are on hold until further notice.

Recreation Operations: (Jack)

24. Jack's team is training on the new ECOLAB chemicals today in preparation of the changeover to the new supplier.
25. We are working to put staff schedules together in anticipation of the Kuentz reopening.

Recreation Activities/CC&Rs: (Riley)

CC&Rs

26. 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.
27. Current Open violations are at 54 as of today.
28. Riley expects to announce the CC&R Lead this week.

Chartered Clubs:

29. Please visit this link for more information and the latest Update in Club Closures and Openings. <https://suncitywest.com/covid19/>
30. Many thanks to Kasey from Events for helping the Clubs with their elections and voting as needed during Phil's absence. Everything is going smoothly.
31. The Garden Club will be voting this week on whether to fund a new, larger greenhouse.

32. The Chartered Club Committee and staff met about the RR&Ps regarding the CR-13 and CR-13A Forms.

Tours and Scheduling:

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

Village Store

34. 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.

35. October sales are \$8,347.82. We've had several days over \$1,000 per day. Guests are in town visiting and buying Holiday gifts.

General Services:

36. 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.

37. Election equipment was dropped off today in anticipation of early voting starting Wednesday, Oct. 28 from 9:00 to 7:00 p.m. and go through Saturday, Oct. 31 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.

38. Following an introduction video last Monday, the TORCH Committee's first content video, featuring Membership's Teri Wood talking about "What Your Annual Dues Go Towards" is out today on You Tube and will be promoted throughout our social media.

39. Martin from the IT Department will be working with Johnson Smith to film Facility Project Manager Karl Wilhelm and the Kuentz Project this week as part of our ongoing TORCH video series.

40. 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.

41. The number of positive tests in in Maricopa County for Covid-19 was 1,157 with 16 deaths.

RHJ Library:

42. 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.
43. 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.
44. Library visitations continue to increase but the number is still manageable and allows for social distancing.
45. The Library will present its first virtual author program featuring Sheila Grinell at 2 p.m., Nov. 20. Sheila will discuss the topic "Thinking About Writing a Book."

Financial Services:

46. CFO Pete Finelli is working on the budget timeline review with staff managers.
47. The CFO is working with the GM to review the "Preservation of Principal" presentation with the B&F Committee and Governing Board for them to provide direction to staff on how to proceed.
48. Finance is working on getting the 990s and 990-Ts in by Nov. 15.
49. We are reviewing the Association Investment Policy with the Budget and Finance Committee.
50. 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:

51. 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.
52. The Arizona Dept. of Liquor is not accepting requests for Special Event Licenses for gatherings until further notice.
53. Please see the attached "Upcoming Events" Sheet attached for all available event information.
54. Our DRIVE IN MOVIE, *The Shining*, is scheduled on October 29th in the RHJ North Parking Lot. These events are limited to 50.
55. 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.

56. 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.

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. Reminded Staff that HR is in the process of sending out Performance Evaluation Forms. They are due back the Wednesday before Thanksgiving.

59. Most Travel Reduction responses have been good. We've reached the 96 percent required of us by Maricopa County. Any staff that has not yet filled out the form online is asked to do so.

Golf Operations:

60. Revenue numbers for the first 24 days of October; Golf is up 1,700 rounds and 12% increase in revenue (\$45,000) over prior year.

61. The 25th Anniversary of the Octogenarian Tournament on Saturday, October 24th attracted 99 participants. Eight of the players were over 90 with the oldest being 96! It was a very good tournament.

62. 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.

63. Scheduling for the Green Team event will be released on U-Schedule starting in November.

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

Environmental Services:

Golf Course Maintenance

Overseeding Update:

- 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 17th.

66. **Landscape Maintenance:**

Overseed Update:

- Beardsley Park was overseeded and is scheduled to reopen on Tuesday, December 1st. 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. 19th and Section 2 of the Park closed for overseeding. The reopening date is scheduled for Monday, Nov. 16th.
- We continue to plant Fall and winter flowers.

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
DRIVE IN MOVIE – Yesterday	November 12 th	RHJ North Lot	Dusk	November 3 rd
DRIVE IN MOVIE – TBD	November 19 th	RHJ North Lot	Dusk	November 3 rd
Letters To Santa	Mail out November 30 th	BOX OFFICE	N/A	AVAILABLE NOW
DRIVE IN MOVIE – The Shining	October 29 th	RHJ North Lot	Dusk	SOLD OUT
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 😊

Drive In Movie Update – this week! The Shining. We are allowing golf carts in and will be adding speakers as well.

Holiday Fun:

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 a fortune teller, reindeer food and much more along with a small breakfast

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

FOOD DRIVE STARTS NEXT WEEK!

We will also be hosting a food drive for St. Mary's from:

November 2nd – December 18th

Ticket Sales October 26, 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