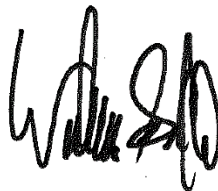


Recreation Centers Of Sun City West, Inc.

Date: September 28, 2020
To: RCSCW Governing Board
From: William Schwind, General Manager
Subject: Weekly Activity Report – September 28, 2020



Facility Projects: (Karl)

Kuentz:

1. **KZ Craft Room & Fitness Addition:** Project Final County Inspections, Interior Flooring, Millwork, Countertops, and Exterior Cart Parking and Landscape are in progress.
2. **KZ Courtyard Renovation:** Pavers, Tile and Iron work installation are complete. Painting, Mechanical Trims and Landscape Installation are in progress.
3. **KZ Men's/Women's Shower Renovation:** Men's and Women's Shower Tile Work is complete. Installation of replacement grab bars and overall Locker Room painting and cleaning are in progress by Facility Maintenance Staff.
4. **KZ Storage Room Addition:** The Storage Room is complete. Project Final County Inspections and Landscape are in progress.
5. **KZ Parking Lot:** Concrete approach to the Wood Shop, Landscaping and parking lot striping are in progress.

R. H. Johnson:

6. **RHJ Large Dog Park Renovation:** Light poles and fixtures, irrigation, final masonry, and final grading 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.

Beardsley:

8. **Beardsley Arts & Crafts Parking Lot Asphalt Seal and Stripe – Project Completed.**

Pebblebrook Golf Course:

9. **Pebblebrook Pro Shop Parking Lot - Asphalt Mill and Replace** – Project is complete.

Grandview Golf Course:

10. **Grandview Pro Shop Parking Lot – Asphalt** – Project Complete.

Upcoming Project Start Dates - Confirmed:

- Kuentz Pool and Patio Deck Resurfacing – Sept. 28th – Oct. 16th
- Kuentz Parking Lot – Asphalt Seal and Stripe – Oct. 3rd – Oct. 8th

Facility Maintenance: (Russ)

11. Facility Maintenance Staff continues to work on the Kuentz Facility Monitor’s Booth and Office area.
12. Facility Maintenance Staff will be changing out all A/C Units at the Woodshop this coming weekend.

Sports Pavilion:

13. 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.

14. We added two more Leagues to the floor but league play continues to be down from last year. We are looking for league secretaries. Leagues that elected not to participate when we first started up expect to bowl sometime in January 2021. We continue to look at ways to offer more open play, specials and tournaments as we move forward to make up some of the losses.

15. Our Sunday NFL Event was attended by 18.

16. We are looking at what AMF can do for us vs. Brunswick as it is shut down until January 1, 2021. We still have time to consider our options and make a decision.

Member Services:

17. 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.

18. For the first 25 days of September 109 APF Fees were collected with 18 refunds for a total of 91. There were 89 APF Fees collected for the same time period in 2019.

Recreation: (David)

19. 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.

20. We have been open at 50%.capacity for a week now. The population is steady but slow. Some Clubs are looking to open up to classes. We will consider Zoom.

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.

21. 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.

22. We are working on bids for the AV Project at the Social Hall/Lecture Hall. We hope to have them ready after the upcoming election.

23. Personal Trainers and Massage Therapists are back. Reflective Enterprises is in the process of hiring additional Massage Therapists.

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 are picking 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. The Computer Club is closed effective 9-28-20 through 10-5-2020.

29. Water Fitness classes can be scheduled to reopen as of Oct. 5th.

30. We hare happy to say the new Disciplinary Procedure for Clubs was passed at the Governing Board meeting on September 24. Dori Miller and Phil Dauterive will be adding them to all clubs' bylaws and will be distributing new RR&P books when they are done.

31. We are handling several complaints and disagreements with club members.

32. 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.

Tours and Scheduling:

33. Scheduling has met with and distributed all but 6 Chartered Club Reservation Worksheets as of Monday, 9/28/20.

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 September.

35. Chartered Clubs are not permitted to personally sell merchandise created on SCW property. All Chartered Club merchandise must be sold through the Village Store.

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 25% capacity as per state mandates.

37. Early voting for the upcoming General Election begins Wednesday, Oct. 28 through Saturday, Oct. 31 from 8 a.m. to 3 p.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.

38. Our Member Portal is now 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.

39. The telephone system is back up and running. Employees reminded to submit is ticket if to report any further problems.

40. The TORCH Committee will be holding their first meeting in a long while on Friday, 9-25-20. Both the Fall and Spring Sessions of TORCH have been cancelled. We will be generating 4 short videos covering TORCH.

RHJ Library:

41. Library hours are currently Tuesdays through Saturday from 9 a.m. to 2 p.m. through Saturday, October 3rd. Beginning Tuesday, October 6, we will be returning to our normal operating hours of 9:00 a.m. to 4:00 p.m., Tuesdays through Saturdays.

42. We have had a good response to the short Apple Device Training videos that Library employee Steve created. The first one posted had over 500 views. Due to the high level of interest, we will continue making them available for our members.

43. New Library counter tops are scheduled to be installed on Monday 10-05-20.

Financial Services:

44. We received 6- 8 applications for the open Accounting position and we have one more interview set up before we make our decision.

45. The Association Attorney sent a “Demand” letter to all vendors involved in the Kuentz Gas Line Damage Claim. We received a response from NPL. The Association Attorney will be reviewing it this week.

46. The Governing Board approved returning the money received from the Payroll Protection Program (PPP) as after being encouraged to apply for and receiving the loan, we’ve been told by several sources that 501c4 Organizations are not eligible.

47. CFO Pete Finelli stated that he would like to see all Department Financials returned to Accounting that Karen Woods sends out to staff to compare Budgeted information to Actuals.

48. Through August 2020 we were \$550K to the good on the current Budget and \$1.2M ahead of Capital related items.

Events Planning:

49. 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.

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

51. Please see the attached “Upcoming Events” Sheet for all available event information.

52. 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.

53. 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:

54. The HR Dept. received no new reports of employee/spouse positive COVID-19 cases this past week.

55. We celebrated Employees and their Service Awards by individually going out to those receiving awards and congratulating them for their service.

56. HR Manager, Marie Mrowzynski, reminded Staff that the Governing Board is looking for nominees for Board Recognition.
57. The Employee Holiday Breakfast is cancelled for this year. We will be exploring what we might possibly do in its place.
58. The Maricopa County Travel Reduction Survey will be out on 10/08/20. It will be totally electronic this year...no paper.
59. We will be keeping our employee health care carrier Cigna next year.

Golf Operations:

60. Revenue numbers for the first 27 days of September; Revenue was up 31% over prior year and Rounds were up 24% over of prior year. Cumulative since July 1st,2020 we are up 23% in round count and 32% in revenue.
61. The 25th Anniversary of the Octogenarian Tournament on Saturday, October 24th is almost sold out. The cap on players was limited to 100. We have 85 currently signed up and paid. 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.
62. **Jack Stroup's last week in Golf Operations.** We wish him good luck in his new role with the Recreation Division of RCSCW. Transitioning the custodians to the responsibility of the Golf Course Supervisors.
63. Pat O'Hara will contact Safety Coordinator, Jim Heger, regarding AED Training for staff.
64. We are working on Preventative Maintenance for our golf carts.
65. Interview for temporary part time positions for both Player Assistants and Call Center positions were conducted this past week. We should be able to conclude this week and fill all open positions.
66. We are looking to review all range equipment and cart storage areas. We are replacing air compressors, range ball washer components and securing inventory for spare tires for the cart fleet.
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:

- Pebblebrook Golf Course finished seeding last Friday, 9/25.
- Desert Trail Golf Course finished seeding Saturday afternoon 9/26.
- Echo Mesa finished overseeding Sunday afternoon 9/27.
- Grandview golf Course scheduled to finish seeding Monday, 9-28.

All four courses will reopen on Tuesday, October 20, 2020

- Cart Path Slurry Seal was completed Saturday, 9-26 at Echo Mesa.

69. Landscape Maintenance:

Overseed Update:

- Liberty Softball Field was reseeded 9-28 and is scheduled to reopen on 10-15-20
- 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.

- Staff is removing the Summer flowers this week. The first of the Fall/Winter flowers are scheduled to be planted October 8.

Upcoming Events

Current / Upcoming Ticket Sales

Event	Event Date	Location	Time	Ticket Sales
Letters To Santa	Mail out November 30 th	BOX OFFICE	N/A	October 13 th
DRIVE IN MOVIE – Knives Out	Ocotber 15 th	RHJ North Lot	Dusk	Ocotber 6 th
DRIVE IN MOVIE – The Shining	Ocotber 29 th	RHJ North Lot	Dusk	Ocotber 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	9	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