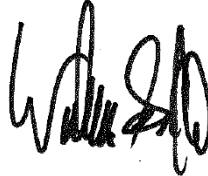


# Recreation Centers Of Sun City West, Inc.

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**Date:** November 02, 2020  
**To:** RCSCW Governing Board  
**From:** William Schwind, General Manager  
**Subject:** Weekly Activity Report – November 02, 2020



## **Facility Projects: (Karl)**

### **Kuentz:**

1. **KZ Craft Room & Fitness Addition, Courtyard Renovation, Parking Lot Addition, Storage Room Addition:** Projects are complete We are waiting on the County to review the Grading and Drainage As-Builts and the scheduling of the Project's Final County Inspection for Certificate of Occupancy.

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

2. **RHJ Large Dog Park Renovation:** Curbing, Irrigation and Sod installation are complete. Todd Patty/Environmental Services has accepted the recurring maintenance from the General Contractor. Installation of the Iron Fencing is held up due to the backlog on Powder Coating. Final area improvements are in progress.

3. **Meeker Mountain:** A large concrete repair needs to be made at Meeker Mountain. This will include the removal of the concrete table and benches as they are permanently fixed and are not salvageable once this project is started.

## **Facility Maintenance: (Russ)**

4. The Facility Maintenance Staff has completed working on all A/C Units at the Woodworking Club.

5. We have started installation of the Monitor's Station in the Art Club Room.

6. Painters are completing touch-ups at the Kuentz Facility.

7. Grandview Pro Shop has been repainted.

8. The Softball Club requested the reopening of the bleacher seating area. Spectators attending games are minimal but there is nowhere for them to sit. They currently stand in any areas they can on the property to watch the games.

## **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 48% down from last year at the same time.

11. Open Play is down 12%, which is due in part that we are limited by Covid-19 Rules and lane availability. The number of games bowled is down 32% and total revenue is down 50 percent.

12. The electrical power to the scoring system didn't go down last week. Brunswick did come out to look at the system. Unfortunately, the Scorer Replacement was deferred from the last budget cycle but may not last through April or May of 2021. This issue is currently being discussed.

### **Member Services:**

13. 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).

14. For the month of October, 2020 we've collected 125 APF's with 14 refunds as compared to 93 for the entire month of October in 2019. We are up 37 for the current Fiscal Year.

### **Recreation Operations: (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 indoor facilities.

16. 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.

17. Delivery of Kuentz Fitness Room equipment has been made. The vendor will be out again this week to finish programming the TV's.

18. We are working on plans for the reopening of the Kuentz Facility once the Certificate of Occupancy has been received. Our target date for reopening is 11/16/20. At that time we expect Palm Ridge and R.H. Johnson operating hours to be 6 a.m. to 9 p.m. and Kuentz and Beardsley operating hours to be 6 a.m. to 6 p.m.

19. The Audio-Visual Upgrade equipment improvement list is being addressed for Social Hall and Palm Ridge.

**Recreation Operations: (Jack)**

20. Jack's team has trained on the new ECOLAB chemicals as we transition to the new supplier.

21. We continue working on staffing and final planning in anticipation of the Kuentz Facility reopening.

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

**CC&Rs:**

22. Due to the limited capacity at 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.

23. Current Open violations are at 63 as of today.

24. Our new CC&R Lead, Susan Gebauer, started this week. She will begin training immediately.

**Chartered Clubs:**

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

26. Last week we spent a great deal of time was spent working on CC&R and Club issues.

27. Two cases of COVID-19 have been reported by the Softball Club. Club members were notified, the Club was closed on Friday through the weekend and Team Players quarantined. The area has been sanitized.

28. Club elections are going smoothly. Staff (Kasey) is assisting with the elections.

**Tours and Scheduling:**

29. All upcoming meetings and events have been cancelled through January 1, 2021.

**Village Store**

30. Beginning Nov. 1, hours were expanded from 9 a.m. to 4 p.m. Monday through Friday. Village Store volunteers and staff are happy with the increase in hours.

31. October sales were very good and came in at \$11,113 without the numbers for the Garden Club or the Metal Club.

32. Village Store Manager Katie Van Leuven will be retiring 6 months from now.

### **General Services:**

33. 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 660 positive cases and one death from Covid-19.
34. Voting takes place on Monday, Nov. 2 in the Social Hall from 9 a.m. to 5 p.m. and continues on Election Day, Tuesday, Nov. 3 from 6 a.m. through 7 p.m..
35. The Rec. Center News deadline for submittals is Friday, 11/6/20
36. Becca from IT is working to add County Property numbers into our TEI System. This will enable us to attach the correct CC&R's to each SCW Property.
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 a week. 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. Last week our TEI update was postponed. We hope to have the update completed this week.
39. We performed some testing and resolved the lottery tee time email issue. There was a loophole in TEG and it was corrected.
40. On Monday the number of positive tests in Maricopa County for Covid-19 was down from last week to 660 with 1 death.

### **RHJ Library:**

41. 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.
42. 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.
43. Library visitations increased about 3% but the number is manageable and allows for social distancing.
44. 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:**

45. We will be discussing the Brunswick Contract for the Scoring equipment at the Sports Pavilion. This was a deferred Capital Project from the last Budget cycle which the Governing Board may have to reconsider for the current Budget Year.
46. The B&F Committee established a Subcommittee to work with Staff on the Preservation of Capital Investments.

47. The B&F Committee has reviewed several of the Governing Board Financial Policies which will be presented at the upcoming 11-6-20 Workshop.
48. Pete and Staff have been working together to generate the FY21/22 Budget Timeline which will be on the agenda for the next GB Workshop Mtg.
49. Pete attended a meeting with Karl, Russ and Kasey regarding the Box Office Remodel Project.
50. We are starting on our October Month End Reports.
51. We have sent out the Tax information that needed to be filed by Nov. 15.

### **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, *The Shining*, went well. We added speakers and attendees seemed happy. Our next Drive-In Movie is *Yesterday* scheduled for Nov. 12 followed by *American Graffiti* on Nov. 19. Tickets for these events went on sale Nov. 3.
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>. Kasey is in the process of getting food donation boxes from St. Mary's to be located at each of the Rec. Centers.
57. We will be teaming up with ARC for our Curbside Christmas. We have already received 65 letters to Santa. 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 for **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. Events will be meeting with several GM staffers to discuss our plans for the Top Hat and Cruise Ship Events regarding refunds.
59. There has not been much of a response for our virtual 5K Run.

### **Human Resources:**

60. Reminded Staff that HR has sent out Performance Evaluation Forms. They are due back the Wednesday before Thanksgiving.

61. Marie informed Staff of a new feature in Paycom which allows current employees to apply for other internal positions without a paper “Internal Application”.

62. Employees are reminded that Health Care Open Enrollment Period goes from 11-11-20 through 11-25-20. This year, if you have no changes to your benefit selections and want to keep them the same as the previous year, you do not need to fill out and submit any paperwork. Marie handed out a summary review of the 2021 Benefit choices/costs.

63. Two positive COVID Cases involving employees reported last week were retested and came back negative.

64. The GM’s Office will continue to send out letters to non-mask wearers to reinforce Association Policy and that of the Governor and AZ Health Dept.

### **Golf Operations:**

65. Revenue numbers for the month of October; Rounds are up 11% and revenue was up 14% over prior year.

66. Both Player Assistants and the Call Center are fully staffed. New PAs will be trained the first 14 days of November. Call Center staff have already been trained.

67. 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.

68. There is a Green Team Kick-Off Event on Saturday, November 14 at Echo Mesa Golf Course which is at capacity. It is limited to 30 participants vs. the normal 60 due to COVID-19. The schedule will be staggered in order to keep everyone safe. Kathy and Jerry Stevens have done a nice job in organizing this event.

69. We will be holding a Group Play Meeting this week to discuss our options moving forward with the Golf Operations Program.

70. The Women’s Activewear “Trunk Show” at Grandview Golf Course held on Tuesday, Oct. 27. went well. Due to the cool weather on Tuesday the event was moved to the Grandview Golf Course Pro-Shop where only 4 customers were allowed inside at any one time (per COVID-19 Golf Shop Rules). \$3,000 worth of sales were created with a profit of just under \$1,000 (33%).

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

**Environmental Services:**

**72. Golf Course Maintenance**

**Overseeding Update:**

- The last three courses, Deer Valley, Stardust and Trail Ridge closed for overseeding on Thursday Oct. 22 and are scheduled to reopen on Tuesday, November 17<sup>th</sup>. The wind caused some problems with overseeding.

**73. Landscape Maintenance:**

**Overseed Update:**

- Beardsley Park was overseeded and is scheduled to reopen ahead of schedule on Monday, November 16<sup>th</sup>.
- Section 2 of the Small Dog Park has been closed for overseeding and will reopen ahead of schedule on Monday, Nov. 16<sup>th</sup>.
- All Landscape Turf areas have been overseeded.

## 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 – TBD	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 – 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 2<sup>nd</sup> – December 18<sup>th</sup>**

**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