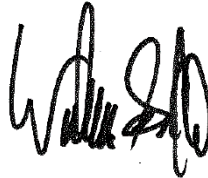


Recreation Centers Of Sun City West, Inc.

Date: November 09, 2020
To: RCSCW Governing Board
From: William Schwind, General Manager
Subject: Weekly Activity Report – November 09, 2020



Facility Projects: (Karl)

Kuentz:

1. **KZ Craft Room & Fitness Addition, Courtyard Renovation, Parking Lot Addition, Storage Room Addition:** Grading and Drainage As-Built are with the County for review. Comments are being addressed. We are waiting on Final County Inspection for Certificate of Occupancy date.

R. H. Johnson:

2. **RHJ Large Dog Park Renovation:** Final iron fencing installation is in progress. Furniture is being moved in and the overall project has been completed. The sod installed is growing nicely. We are scheduled to reopen on Nov. 30th.

3. **RHJ Meeker Mountain Walkway:** We are working on a broken concrete replacement. We will be pouring colored concrete on Nov. 10th.

4. **Beardsley Children's Playground:** Installation of Rubber Flooring overlay begins on Nov. 12th with an expected completion date of Nov. 14th.

Facility Maintenance: (Russ)

5. Three more HVAC Units were installed at Beardsley.

6. Facility Maintenance Crew installed new bags on the dust collector equipment at the Wood Shop. The inside of the equipment has also been cleaned.

7. There have been several reports of golf car thefts in Sun City West recently. The parking of vehicles on Sun City West Rec. Centers property is like any other place of business; park at your own risk. Golf car owners may want to be proactive in researching ways to deter the theft of their vehicles. Installing cameras on RCSCW parking lot property of the quality needed for facial recognition would be cost prohibitive and is not a guarantee to stop or identify thieves.

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.

Member Services:

9. 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.

10. Through Nov. 6, 2020 we've collected 44 APF's with 2 refunds as compared to 34 for the same time period.

Recreation Operations: (David)

11. The Arizona Department of Health Services authorizes 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.

12. We continue to remain open at 50% capacity. There is moderate but steady increases in attendance at the pools and fitness rooms at our three open Recreation Centers. We are taking note of the rising numbers of positive cases for Covid-19.

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.

13. We are taking inventory and reordering supplies taking into consideration the rise in positive Covid-19 cases. We plan to spray down facility rooms once a week and are looking at purchasing a backpack model to make the job easier and quicker to perform.

14. We have established staffing 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. Once we re-open 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.

15. We put in some seating at Pickleball and will be monitoring usage.

16. The Audio-Visual Upgrade equipment improvement list continues to be addressed for Social Hall and Palm Ridge.

Recreation Operations: (Jack)

17. Jack talked about the multiple concerns and complaints he has been receiving from Large Dog Park users. They have been without a park since mid-July, it is now going on the 2nd week of November and since the Parks close at 9 p.m. they can no longer use them after hours due to lighting and liability issues. Jack suggested using the Auxiliary Relief Dog Park for the large dogs beginning 11/16/20 until the regular Dog Park is back open again on Nov. 30th. After some discussion, Staff Management agreed.

18. We have completed staffing and final planning in anticipation of the Kuentz Facility reopening.

Recreation Activities/CC&Rs: (Riley)

CC&Rs:

19. 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) or by telephone at 623-544-6661.

20. Current Open violations are at 78 as of today. They are on the rise due to the return of snowbirds as well as those who haven't returned whose properties are in need of some attention.

21. Our new CC&R Lead, Susan Gebauer, continues training on Smart Webs and will be a valuable addition to the CC&R Team.

Chartered Clubs:

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

23. The November Chartered Club Committee is scheduled for Tuesday, 11-10-20. Recommendations for changes to the CR-13 and CR-13a definitions will be discussed in the RR&Ps. We will also provide a Covid-19 update.

24. With Project Manager Karl Wilhelm's help, things are moving forward with the greenhouse proposed for the Garden Club.

25. The Boomer's Toy Drive will be a one-day drive-through drop-off event and Social Hall West will be used for separation and pickup by schools.

26. More seating has been added to Pickleball and Open Play has added 4 additional courts in an attempt to relieve social congestion. Staff will be monitoring this.

Tours and Scheduling:

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

28. Mona and Jan have been assisting Kasey from Events with refunds. There has been great inter-office cooperation.

Village Store

29. 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.

30. Final October sales numbers were very good and came in at \$15,301 which include \$555 for Metal Club and \$3,600 Garden Club. The end of month numbers were higher than 4 other recent years.

31. In looking for the positive through the negative, Village Store Manager Katie Van Leuven mused that if the November Arts and Craft Show had not been cancelled, it would have been held through one of the windiest weekends in memory on this past Saturday. Not sure how that would have turned out!

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 435 positive cases and zero deaths and 11,134 new tests for Covid-19.

33. We will be meeting with the Election Committee Chair this week.

34. One local school district will be going back to virtual learning as Covid-19 cases increase.

35. 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:

36. 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.

37. We are offering one-on-one training for iPhones, iPads and helping with accessing Libby on Android phones and tablets. Call the Data Resource Center to make an appointment at 623-544-6644.

38. 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.

39. Library visitations continue to increase but the number is manageable and allows for social distancing.

40. 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:

41. We will be talking about the golf card refund policy at the Golf Committee this week.

42. The B&F Committee established a Subcommittee to work with Staff on the Preservation of Capital Investments. Many thanks to the Sub-Committee as they are doing a great job reviewing and analyzing this issue.

43. Several Governing Board Financial Policies were presented and discussed at the 11-6-20 Workshop last week. They will be sent on for approval at the 11/19/20 regular Governing Board Meeting.

44. The FY21/22 Budget Timeline will be going out early this week.

45. Pete informed Staff that his Department is working on a change to the Collection Policy concerning the execution of collection letters. We are seeing an increase in property owner responses to our collection letters.
46. We are waiting to hear about NPL acceptance of the terms of agreement regarding the settlement for damage done on the KZ Gas Line Project.
47. Suggested Revisions to Policy Fi12, Investment of Association Funds, were made at the last GB Workshop. Sub-Committee was tasked with reviewing Policy and getting back to B&F and the Governing Board with their analysis.
48. We are looking at a May 2021 delivery of the new Scorer System from Brunswick.
49. We are checking with our insurance carrier to be sure we have the proper coverage for the expanded square footage at the Kuentz Facility.
50. Association property tax payment has been made for 2020.

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 next two DRIVE IN MOVIES are sold out: *Yesterday*, which is scheduled for Nov. 12 and *American Graffiti* on Nov. 19.
55. We are raising money for St. Mary's Food Bank and as well as hosting a Food Drive for St. Mary's from November 2nd through December 18th. Food donation boxes from St. Mary's are located throughout each of the Rec. Centers.
56. 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.
57. 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. Events Manager Kasey Huhta is working on rescheduling some of the performances for 2022 and if given the go ahead, some of the acts have agreed to do some last-minute bookings.

58. You still have time to join our virtual Thanksgiving 5K Run taking place from Nov. 25th through Nov. 27th. Please check with our Box Office.

Human Resources:

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

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

61. 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 but HR would appreciate employees going into Paycom and “finalizing” their account. This way HR is made aware that the employee actually did make the choice. Marie handed out a summary review of the 2021 Benefit choices/costs.

62. 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:

63. Revenue numbers for the month of October; Rounds were down 4% and revenue was up 5% over prior year. This weekend (Saturday and Sunday) was down vs. prior year for the first time since overseeding.

64. On Tuesday of this week we will be touring the Golf Lab with the current Golf Committee. We wanted to give them an overview of its capabilities and improvements made to the program.

65. 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. All six golf instructors will play a role in this event through clinics and the sharing of information.

66. Will be attending the Golf Committee Meeting this Thursday at 1:30 p.m.

67. Just a reminder to golf lovers everywhere that it is Masters Week!

68. We will be holding a Cobra Demo Day on Friday, November 20th at Deer Valley Golf Course. We will have our Cobra Golf sales rep. and club fitter there to showcase the latest product in Cobra’s line of clubs and offer sales promotions.

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

Environmental Services:

70. Golf Course Maintenance

Overseeding Update:

- The last three courses to be overseeded, Deer Valley, Stardust and Trail Ridge are scheduled to reopen on Nov. 17th with no cart path restrictions. Staff reminds players to please observe the 90-degree rule and keep carts 30 ft. from all tees and greens.

71. Landscape Maintenance:

Overseed Update:

- Overseeding has been completed.
- Section 2 of the Small Dog Park will reopen ahead of schedule on Monday, Nov. 16th.
- A large Saguaro Cacti located in the median along R.H. Johnson Blvd just past 128th Ave. was reported to have fallen over, blocking one lane of traffic. The area was secured and the County contacted for cleanup.

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 – American Graffiti	November 19 th	RHJ North Lot	Dusk	November 3 rd
Letters To Santa	Mail out November 30 th	BOX OFFICE	N/A	AVAILABLE NOW
Virtual Thanksgiving 5k	Nov 25 -27 th	ANYWHERE	ANYTIME	AVAILABLE NOW
TOP HAT 3pm	2021 Series	Palm Ridge	3pm	CANCELLED
TOP HAT 7pm	2021 Series	Palm Ridge	7pm	CANCELLED
CRUISE SHIP RENEWALS	2021 Series	Palm Ridge	7pm	CANCELLED

WE HAVE MADE THE DECISION TO CANCEL ALL TOP HAT & CRUISE SHIP SERIES

I am working on rescheduling some of the performances for 2022 and if we are given the green light some of the acts have agreed to do some last-minute bookings!

Drive In Movie This Week – Yesterday

Holiday Fun

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

-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:

Now – December 18th

Ticket Sales November 9, 2020

Drive In Movie – Yesterday	RHJ	54	Dusk	11-12-20
Drive In Movie – American Graffiti – SOLD OUT	RHJ	60	Dusk	11-19-20
SCW Thanksgiving 5k	Virtual	13	n/a	11-25-11-27
Letters to Santa	n/a	70	n/a	11-23-20
Santa Paws	Dog Park	18	9-2	12-2-20
Curbside Christmas	RHJ	22	n/a	12-19-20