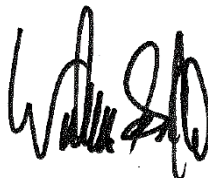


Recreation Centers Of Sun City West, Inc.

Date: November 16, 2020
To: RCSCW Governing Board
From: William Schwind, General Manager
Subject: Weekly Activity Report – November 16, 2020



Facility Projects: (Karl)

Kuentz:

1. **KZ Craft Room & Fitness Addition, Courtyard Renovation, Parking Lot Addition, Storage Room Addition:** Continue waiting on Grading and Drainage As-Builts that are with the County for review. Comments are being addressed. Once that is complete and the Final County Inspection is complete we will receive our Certificate of Occupancy sometime around the end of the month.

R. H. Johnson:

2. **RHJ Large Dog Park Renovation:** The overall Project is complete. The remaining item is the completion of the installation of the iron fencing. We are scheduled to reopen on Nov. 30th.
3. **RHJ Meeker Mountain Walkway:** Concrete replacement has been completed.
4. **Beardsley Children's Playground:** Rubber flooring overlay has been completed.

Facility Maintenance: (Russ)

5. The outdoor Tennis Courts at Kuentz are closed until further notice due to a safety issue.
6. Facility Maintenance Painters have been busy painting everything from speed bumps to benches.
7. We are installing portable shuffleboard mats over at the Beardsley Facility.

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.
9. We had planned for two more league teams but put the on hold due to Covid-19.
10. Bowling Revenue is down 5% which is not as bad as last week which saw a 16% drop.
11. Our Thanksgiving Tournament scheduled for Nov. 25 is sold out. Approximately 60 bowlers signed up to participate in this Tournament which will be conducted in shifts for social distancing requirements.

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. To keep from having to come into the Office, we encourage you 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.

13. Through Nov. 13, 2020 we've collected 72 APF's with 4 refunds. 89 APFs were collected for the entire month of November in 2019 which we expect to surpass in Nov. 2020.

14. We are working on a revision to our collection policy for B&F Committee Review and Governing Board approval.

Recreation Operations: (David)

15. 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. We will be spraying all Building areas with disinfectant this weekend and will continue to do so on a rotating basis.

16. Our facilities are currently open at a 50% capacity. There is moderate but steady increases in attendance at the pools and fitness rooms at our three open Recreation Centers. Our facilities are more populated during the day and have lighter traffic at night. We are taking note of the rising numbers of positive cases for Covid-19 and will be watching for any direction from the Governor's Office or the AZ Dept. of Health Services.

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 continue 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 back-pack model to make the job easier and quicker to perform.

18. 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 11/30/20. 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.

19. Dog Park signage is being redone. Park use rules will be included.

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

Recreation Operations: (Jack)

21. We will be 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.

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) or by telephone at 623-544-6661.

23. Current Open violations are at 58 as of today. With the rise in cases, we are lowering violation numbers by improving communications with homeowners.

24. Our new CC&R Lead, Susan Gebauer, has jumped right into her role as lead.

Chartered Clubs:

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

26. At last week's Chartered Club Committee meeting all went well. Recommendations for changes to the CR-13 and CR-13a definitions discussed and moved to the Governing Board for a vote and incorporated into the RR&Ps.

27. All the arrangements have been finalized for the Dec. 12 Toy Drive for Kids.

28. Staff is reviewing Clubs that need to finalize voting for new Officers.

Tours and Scheduling:

29. Staff will begin cancelling meetings and events for January 2021 beginning this week.

30. Bubble Tours have started and the first one scheduled went well and seems to be a point of interest for our residents.

Village Store

31. 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.

32. The Village Store had a very good week. Returning Members came in to purchase over \$1,000 worth of Christmas Ornaments that they intended to give out as gifts to assisted living residents and the staff who live and work in the same facility their loved ones are in. Katie Van Leuven will be writing more about this in a future article.

33. We are allowing special orders to clubs to make up for not being able to hold the Fall Craft Fair. See Katie for more information.

34. November sales at the Village Store so far are just under \$8,000.

General Services:

35. 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.

36. The December edition of the Rec. Center News has already gone to press. We are now taking articles for the January 2021 issue

37. We've purchased a Corporate Account on the Zoom Network since all of our meetings are being conducted virtually.

38. The CC&R Video was released on Monday, Nov. 16 and as of 8:30 a.m. already had 14 hits. Our Kuentz Construction Video which was posted earlier received 1.2 thousand hits and the Golf Lab video 424 hits.

39. Just a reminder to staff to turn in any filled-out Christmas Cards which will be delivered to local assisted living centers for the holidays.

RHJ Library:

40. 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.

41. The Library will be trying out a new quarantine function that was added to our software starting Tuesday, Nov. 10. The change should allow for better tracking of where library items are: checked out, in quarantine, or on the shelf.

42. We offer 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.

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. 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". We have 8 people registered for this event so far.

Financial Services:

45. The Oct. End of Month Report shows that revenue is down due to loss of fees, merchandising, etc., however, expenses are also down which put our Operating Budget a bit ahead of forecast.

46. Houses continue to be sold and APF Fees continue to be collected.

47. Unrealized gains were reported as over ½ million dollars.

48. Van Guard has moved 90% of our equities into Bonds and left the remaining 10% in stocks. This will preclude us from dealing with wild market swings in the future and potential loss of principal investment.

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. 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 attached for all available event information.

52. 50 attended last week’s Movie *Yesterday*. Our next DRIVE IN MOVIE is sold out: *American Graffiti* on Nov. 19.

53. 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.

54. We will be teaming up with ARC for our Curbside Christmas. We have already received 117 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.

55. 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.

56. 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:

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

58. 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.

59. 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:

60. Revenue numbers so far for the month of November; Rounds were even with prior year and revenue was up 6% over prior year.

61. On Tuesday at 9 a.m. most Golf Committee Members attended a tour of our new Golf Lab. The tour went well and we received a lot of good feedback from the Committee. Most of those in attendance had never been to the Golf Lab. Dave Arend did a nice job explaining the services and golf product that he provides.

62. The Green Team Kick-Off Event was held on Saturday, November 14 at Echo Mesa Golf Course. There was a very good response from the attendees (30). The event lasted 3+ hours and had all the PG golf pros (including Dave Arend) in attendance. Kathy and Jerry Stevens had the event very well organized and staffed with volunteers.

63. We held Group Play Meetings on Monday and Tuesday at the Social Hall to discuss Group Play and how our TEI Technology may help their players book tee times via the lottery system.

64. 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.

65. We are holding an Open House at Grandview Pro shop thanksgiving week (Nov.23 through Nov.28) except for Thanksgiving Day when the course is closed. We will have merchandise sales for our golfers. Apparel, shoes and golf equipment will all be on sale!

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

Environmental Services:

67. **Golf Course Maintenance**

Overseeding Update:

- The last three courses to be overseeded, Deer Valley, Stardust and Trail Ridge 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.

68. **Landscape Maintenance:**

Overseed Update:

- Overseeding has been completed.
- Section 2 of the Small Dog Park will reopen ahead of schedule on Monday, Nov. 16th.

Upcoming Events

Current / Upcoming Ticket Sales

Event	Event Date	Location	Time	Ticket Sales
Santa Paws	December 2 nd	RHJ North Lot	9a-2p	AVAILABLE NOW
Curbside Christmas	December 19 th	ADMIN	9am – 12pm	AVAILABLE NOW
DRIVE IN MOVIE – American Graffiti	November 19 th	RHJ North Lot	Dusk	AVAILABLE NOW
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	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 – American Graffiti

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

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

FOOD DRIVE!

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

Now – December 18th

Ticket Sales November 16, 2020

Drive In Movie – American Graffiti – SOLD OUT	RHJ	60	Dusk	11-19-20
SCW Thanksgiving 5k	Virtual	17	n/a	11-25-11-27
Letters to Santa	n/a	117	n/a	11-23-20
Santa Paws	Dog Park	26	9-2	12-2-20
Curbside Christmas	RHJ	38	n/a	12-19-20

