

Recreation Centers Of Sun City West, Inc.

Date: December 07, 2020
To: RCSCW Governing Board
From: William Schwind, General Manager
Subject: Weekly Activity Report – December 07, 2020

Facility Projects: (Karl)

Kuentz:

1. The Kuentz Project is complete and the Facility was reopened to our members this morning.
2. We will be changing out the LED lights at the Kuentz Facility over the next two weeks.

Facility Maintenance: (Russ)

3. The Social Hall water drainage/back up issue has been corrected.
4. The Beardsley Pool Closure for heater repair has been postponed. The vendor was not able to locate the replacement valve he needs to make the repair. At this point it makes more sense to keep the pool open for our members. We will reschedule this project at a future date once the valve can be located.
5. We have asked the Maricopa County Department of Transportation to replace an Echo Mesa sign on Meeker Road as the current sign is worn and sun damaged. We also asked them to install an additional directional sign on Deer Valley Road for Desert Trails Golf Course

Sports Pavilion:

6. 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. We are limiting the number of chairs available along the concourse so they cannot be used for congregating.
7. Total numbers for the month of November 2020; League Play was down 29%, Open Play down 38%, and Total Revenue at the Sports Pavilion was down 32% due to Covid-19 restrictions. The good news is that the average revenue received per game was up 6%. We are still dealing with the on-going issue of face masks.

Member Services:

8. 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, however, we encourage you to not personally come into the Office whenever possible, but ask that you 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.

9. For the first four days of December, we've collected 37 APFs.

Recreation Operations: (David)

10. The Arizona Department of Health Services authorizes the reopening of our indoor Fitness Centers to 25% 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.

11. Our facilities are currently open at a 25% capacity. Attendance at the pools and fitness rooms at our three open Recreation Centers dipped a bit last week. We are averaging about 90 people per day at our Fitness Rooms. That number used to be about 200 per day. Pool attendance is slightly less as the weather has been cooler. Our facilities are more populated during the day and have lighter traffic at night. We are taking note of the continued 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 later this week.

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.

12. We received our Certificate of Occupancy for the Kuentz Facility and reopened on Monday 12/07/20. Palm Ridge and R.H. Johnson operating hours are 6 a.m. to 9 p.m. and Kuentz and Beardsley operating hours are 6 a.m. to 6 p.m.

13. Massage Health and Wellness will be set up in their new space at the Kuentz Facility on Wednesday.

14. We plan to install new PA speakers at Beardsley when the pool is rescheduled for shut down for a valve repair

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

Recreation Operations: (Jack)

16. We plan to review rental fee charges for the Courtyard and equipment used there.

Recreation Activities/CC&Rs: (Riley)

CC&Rs:

17. Due to Covid-19 and 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.

18. Current Open violations are at 69 as of today. With the rise in cases, we continue to lower violation numbers by improving communications with homeowners. The implementation of improved communications with homeowners has become very effective in lessening cure times.

19. Staff is using a new filing system for Building and Permits.

Chartered Clubs:

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

21. There were two new COVID-19 cases reported last weekend; 1 in Softball which is closed until Wednesday) and 1 Palo Verde Patchers Club member. All parties have been notified.

22. 9 Clubs located at the Kuentz Facility reopened this week along with the newly remodeled Rec. Center.

Tours and Scheduling:

23. Staff has completed all scanning of 2020 documents.

24. Jan from Tours and Scheduling starts in Member Services this week. She will be splitting her time between the two departments for now.

Village Store

25. 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.

26. It was reported that a Village Store Volunteer had contact last week with someone positive for Covid-19. We are waiting to hear about test results.

27. 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.

28. Village Store and all Courtyard facilities were closed for the day on Tuesday, Dec. 1, 2020 so the A/C Units on the roof could be replaced. Upon turning on the new system for the first time in the village Store, Facility Maintenance personnel were able to capture the dust and debris blown out of the vents before they became airborne.

29. Karen from Accounting generated a worksheet for Monthly Village Store Sales which is working out very nicely. Recent sales at the Village Store have been very good.

General Services:

30. For the most up-to-date information on the Covid-19 virus, please visit our website at <https://suncitywest.com/covid19/>. The Covid-19 benchmark numbers required by the CDC and AZ Dept. of Health Services for indoor facilities is currently at 25% capacity as per current state mandates. As of Monday, there were 4,444 positive cases and 108 deaths and a 10.7% positivity rate for Covid-19. If any of our facilities are worried about hitting capacity numbers (25 percent indoors), we have identified a program that allows you to use a PC, smart phone or ipad to count people coming in and out of a building. This can be used at facilities with more than one entrance/exit and will sync between two devices so you have a live number at any time of how many people are in the building. Please let Katy know if you have this need.

31. We are putting out PR regarding new rules for Membership and Tours & Scheduling in the RHJ Administration Bldg. Implementing these changes is an effort to encourage members to handle their business by phone or computer rather than personally come into the office during the Covid-19 pandemic. Should you need to come in and talk with someone, it will be necessary to call and make an appointment. At this time, we are limiting the number of customers permitted in Membership and the Box Office area to a total of 8 (4 people for each department).

32. Katy will be generating a presentation on Proposition 207 -Legalization of Marijuana Initiative for the January or February 2021 Workshop Meeting.

33. The Boomer's Club and Women's Club will again sponsor a Holiday Toy Drive this December. Due to COVID-19, there will be one restriction; this will be a toy drop off from your car only event. You must remain in your car and drive through the area which will be marked with traffic cones. Volunteers will be there to assist/guide you. The event will be held at the west end of the R.H. Johnson parking lot from 9 a.m. to 3 p.m. on Saturday, Dec. 12. Our community has always been extremely generous over the years and the students of the Nadaburgh Schools and the Dysart/El Mirage Community Center are always thrilled and excited to receive their gifts. The toys can be for both boys and girls and should be unwrapped. We hope the community will again rise to the occasion and bring holiday joy to these children.

RHJ Library:

34. The Library is operating under normal hours of 9:00 a.m. to 4:00 p.m., Tuesdays through Saturdays.

35. We had some residents trying out the self-check-out station last week and they appeared to like it.

36. There will be some work done on the roof of the Library on Wednesday, Dec. 9. It will only affect library use by some controlled access points and a little construction noise.

37. Just a reminder that the Library has a curbside option available. Residents can place a hold on a book by going online and request to pick up the hold curbside. Once the hold is ready, they are notified that they can come by for the pickup.

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.

Financial Services:

39. We have received the check for the Kuentz Gas Line damage from NPL
40. The B&F Sub-Committee is making good progress. A meeting was held last week and their work on the Financial Advisor Plan is moving along nicely.
41. On Dec. 14, as per the 21/22 Budget Time-Line, the Capital portion of the Budget will be submitted to the General Manager for his review.

Events Planning:

42. 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.
43. The Arizona Dept. of Liquor is not accepting requests for Special Event Licenses for gatherings until further notice.
44. Please see the attached "Upcoming Events" Sheet attached for all available event information.
45. Our next Drive-In Movie is *A Christmas Story* on Dec. 17th in the RHJ North Parking Lot at dusk.
46. Fundraising for St. Mary's Food Bank is going well and we are hosting a Food Drive for St. Mary's which began on November 2nd and runs through December 18th. Food donation boxes from St. Mary's are located throughout each of the Rec. Centers. Response to our request for food donations has been tremendous. Thanks to everyone who has donated so far!
47. We are teaming up with ARC for our Curbside Christmas. We have already received 225 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.
48. We are planning a "Share your Holiday Spirit with the SCW Community" Photo contest. More details will be provided.
49. Proceeds from Santa Paws will be sent to a local animal shelter.
50. The response from our members for our local Christmas Card Drive has been phenomenal! We are receiving so many cards from our members and clubs we were able to extend the giving of cards to Del Webb and Boswell Hospitals in addition to local assisted living homes in the area. Thanks to everyone involved!
51. 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.

Human Resources:

52. Staff Evaluations were due to HR Friday, 12/04/20. We are still waiting on a few. Marie asks that they are turned in to HR as soon as possible.

53. Staff Management is working on an employee raffle for the week of 12/14/20 which will take the place of the annual employee Holiday Breakfast this year. Gift bags will include raffle tickets. Management will be visiting the different Departments the week of 12/14/20. Please provide Marie with a schedule for meetings with the larger Departments.

54. There were no new Covid-19 cases reported from our Clubs this week. One employee tested positive and is in quarantine and two employees are waiting on test results. The CDC is now stating that the quarantine period should be 7 to 10 days instead of 10-14 days.

Golf Operations:

55. Golf Revenue and Rounds for the first 5 days of December: Rounds were up by 160 (4%) and Revenue is up by 13% over prior year (\$14,500).

56. We had a meeting to discuss Group Play and how the lottery is handling it. The meeting went well with good suggestions on how to improve and hopefully keep it on the golf schedule which starts again on December 24, 2020.

57. Our Two-Person Best Ball/Scramble Tournament is full. We expanded the field from 100 players to 120 to accommodate the large waiting list. The event takes place Saturday, December 12 at Trail Ridge. Using consecutive tee times, not offering a food and beverage component to the event as well as no scoreboard results after play will assist in meeting social distancing requirements. The tournament will be run as if it was a regular day of golf during Covid-19.

58. JGAA Golf Tournament at Grandview Golf Course - This was our fourth year of hosting this event in December. It was a 2-day Event with 111 players. The low score came in 10 under par. Scott McNevin and staff do a great job in administering the Tournament. Covid-19 guidelines were in place with limited congregating and no awards ceremony. Many thanks to Jack Sommers and Staff for hosting a nice event.

59. Just a reminder that Grandview, Deer Valley and Stardust Golf Courses will be open on Christmas Day. The other four courses will be closed on Christmas Day this year.

Environmental Services:

Golf Course Maintenance

- Work is slow at the golf courses right now. We are keeping up with mowing, lowering the heights of the greens and fairways and performing general maintenance and Landscape Maintenance on the courses.

- We had a 1 1/2 hour frost delay on Friday, 12/4. Over the weekend both Saturday and Sunday saw a 1-hour delay and Monday morning, 12/7 we also had a 1-hour frost delay. There were some cart path restrictions during the delays.
- We continue to gather information on changes to the Briarwood Water Agreement.
- We expect possible rain Wednesday night through Thursday night.

61. **Landscape Maintenance:**

Overseed Update:

- Since overseeding has been completed we are performing general maintenance right now.

Upcoming Events

Current / Upcoming Ticket Sales

Event	Event Date	Location	Time	Ticket Sales
Drive In Movie – Pearl Harbor	12-10-2020	RHJ North Lot	Dusk	AVAILABLE NOW
Drive In Movie – A Christmas Story	12-17-2020	RHJ North Lot	Dusk	AVAILABLE NOW
Santa Paws	December 2 nd	RHJ North Lot	9a-2p	AVAILABLE NOW
Curbside Christmas	December 19 th	ADMIN	9am – 12pm	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 - Pearl Harbor

- we are having a “Share your Holiday Spirit with the SCW Community” Photo contest

-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 😊

FOOD DRIVE!

**food drive for St. Mary's from:
Now – December 18th**

Ticket Sales December , 2020

Drive In Movie – Pearl Harbor	RHJ North Lot	44	Dusk	12-10-2020
Drive In Movie – A Christmas Story	RHJ North Lot	39	Dusk	12-17-2020
Curbside Christmas	RHJ	78	n/a	12-19-20