


Recreation Centers Of Sun City West, Inc.

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

Facility Projects: (Karl)

Kuentz:

1. Energy Conservation – Convert Interior Room Lighting to LED Fixtures room by room. This project will be in progress throughout the month of December 2020.

Facility Maintenance: (Russ)

2. The Beardsley Pool closure for heater repair has been rescheduled for the week of January 4th. We have all parts on hand and expect the repair to go flawlessly. If the vendor completes the job ahead of schedule, we will make every attempt to reopen the pool earlier. We will keep everyone posted. The State Boiler Inspector will be here on January 8th to inspect/sign-off on all boilers at all our facilities as is required by State law.

3. Fire suppression system tests for all four Recreation Centers are scheduled for January 4th and 5th.

4. The automatic doors at the front entrance to Membership have been installed and are working nicely. These doors require that visitors who have appointments are “buzzed” in. The appointment system and log that has been set up is working better than expected. Membership personnel are able to prepare most paperwork for scheduled appointments ahead of time which shortens up the length of time for each appointment.

Sports Pavilion:

5. We have gone back to our normal Fall Operation Hours, Mon. thru Fri. from 8 a.m. to 9 p.m. and on Sunday from 8 a.m. to 8 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.

6. Most of our leagues did not bowl last week which affected revenue negatively. We plan on adding 80 to 100 new bowlers to our list in the next two weeks which may help increase revenue.

7. We received a second bid for our scoring equipment in addition to the one from Brunswick.

8. We are working under substantial limitations due to the rise in Covid-19 at the Johnson Lanes. Other local public alleys are operating wide open with very little limitation. We are losing bowlers to those lanes especially where tournaments are concerned.

Member Services:

9. Starting Monday, Dec. 14, the Membership Department will be requiring all members to schedule an appointment if they wish to visit the Member Services office in person. This will help limit the number of people inside the office and provide a safer environment for both staff and members. To schedule an appointment, please contact our Membership Department at 623-544-6100. The Member Services office is open from 8 a.m. to 2:30 p.m. Monday through Friday.

10. Members are highly encouraged to avoid coming into Membership at all, but rather to make payments online or through the phone. To make a payment online, members may visit our member portal (suncitywest.totaleintegrated.com). An email on file with the Membership Department is required to create an online account. Phone payments can be made by calling 623-544-6100. Visa, Mastercard and Discover are all accepted. Checks may be dropped off at the Membership drop box right outside the office or mailed to RCSCW Member Services, 19803 R.H. Johnson Blvd., Sun City West, AZ 85375. Golf card purchases may also be made via phone by calling Membership.

11. For the first 25 days of December, there were 123 APF's collected with 20 refunds for a total of 103. In 2019, a total of 89 APFs were reported for the month of December. We are well on track to surpass that number.

12. For the month of November 2019 the total number of APFs collected was 89 which now puts us at 14 over for this year so far.

Recreation Operations: (David)

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

14. Indoor pools and fitness rooms are currently closed. 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.

15. While Russ has the Beardsley Pool shut down for heater replacement the week of Jan. 4th, we will take the opportunity to complete the Audio/Visual Improvements scheduled for Jan. 6th and 7th, replacing the speakers, amplifiers and rewiring the pool sound system for better sound quality.

16. Vendor White Tie will be at Palm Ridge working with Johnson Smith early this week on the AV Improvement Plan so we are ready for the Mid-January Meeting and all streaming needs. We are collecting all equipment/items needed to finish the audio/visual improvements at the Palm Ridge Facility. Once PR is complete, we will be moving on to the Lecture Hall. Gov. Board Conference Room AV

Improvements are on hold until staff gets the green light from the Board to go ahead. We have all equipment on hand to begin that job.

17. One positive Covid case was reported from the Clay Club. The room was sprayed as of Saturday and it has been reopened to the club for use.

Recreation Operations: (Jack)

18. We had to close the Large Dog Park due to the recent substantial rain received. There was a good amount of ground saturation with water pooling in the Park and some of the dogs were ripping up the ground. It was necessary to close the park to dry it out. We reopened the relief cell for use during this shutdown.

19. We are working to find the right chemicals for cleaning the Kuentz Pool Decking.

Recreation Activities/CC&Rs: (Riley)

CC&Rs:

20. 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.

21. Current Open violations are at 71 as of today. With the rise in cases, we continue to lower violation numbers by improving communications with homeowners. The implementation of improved communications has become very effective in lessening cure times.

22. Staff has completed the new filing system for Building Permits.

23. There is a large number of new complaints and an uptick in requests for building permits for additions and garages.

Chartered Clubs:

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

Tours and Scheduling:

25. Mona has cancelled all club meetings and special events until the end of February 2021.

26. Jan from Tours and Scheduling is now in Member Services. She will be splitting her time between the two departments for now.

Village Store

27. Village Store normal operating hours are from 9 a.m. to 4 p.m. Monday through Friday but the Store was closed this week to try and keep the spread of Covid to a minimum. During this time, Staff will be cleaning up the files and getting ready for 2021. Karen in Accounting provided the Village Store with new financial forms that need to be incorporated into next year's business.

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

General Services:

29. For the most up-to-date information on the Covid-19 virus, please visit our website at <https://suncitywest.com/covid19/>. As of Monday, there were 11,095 positive cases and an 11.6% positivity rate for Covid-19.

30. We have put 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).

31. HR Manager Marie Mrowczynski has generated a presentation on Proposition 207 - Legalization of Marijuana Initiative for the January or February 2021 Workshop Meeting which is now with the GM for review. The growing or use of marijuana will not be permitted on Recreation Centers Property as it is private property. The law that passed concerns individual residences only and those property owners must then follow very specific rules as outlined in Prop. 207 in order to be within the law.

32. We are working with Karen from the Governing Board Office on the set up of Governing Board and Committee Meetings. We are trying to live stream as many meetings as possible but will work with the Board if they have other requests.

33. We would like to remind all SCW Members there will be a Governing Board Election for 3 new Directors in March 2021. We are sending out some PR reminding residents that they must have an email address on file in Member Services if they would like to vote by email. If anyone chooses not to vote by email, they may vote in person at the Data Resource Center at the Library on election day, March 24, 2021. Candidate packages and required signatures are due back to the Governing Board Office by January 2, 2021.

RHJ Library:

34. The Library will be operating under curbside pickup only through next week (Jan. 11, 2021). You will be required to go online or call to request/reserve your books. Someone from the Library will contact you when the books are ready for pickup.

35. 6 of our 12 computers (50%) will be available for use in the Library Study Rooms at the Data Resource Center for 1-hour sessions. Appointments can be made at the Data Resource Center. Rooms will be sanitized between each use.

36. We were awarded a \$20,000 grant from Desert Diamond Casino. Some of the grant money will be used for materials and some for a new display case for the Library. We would like to thank the Desert Diamond Casino for this wonderful opportunity! It is truly appreciated.

Financial Services:

37. CFO Pete Finelli is currently working on the Reserve Study Format for D.J. Vlaming.

38. Pete is working on editing a template created by the Investment Sub-Committee which will be presented to the B&F Committee at a future meeting.

39. We are working on our 990T Tax Forms which are due in mid-May 2021.

40. Staff should be working on their PALS information which is due by 12/31/20 so all staffing/personnel needs can be addressed in the Budget. Once all information is received Karen Woods will be closing out the books for December by January 13, 2021. As soon as this is done Karen will populate the spread sheets for staff to begin work on the Operating portion of the FY21/22 Budget which should take place mid-January.

Events Planning:

41. We have cancelled all 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.

42. The Arizona Dept. of Liquor is not accepting requests for Special Event Licenses for gatherings until further notice.

43. Please see the attached "Upcoming Events" Sheet attached for all available event information.

44. Our next Drive-In Movie is ***Lord & Mercy*** on Jan. 14th in the RHJ North Parking Lot at dusk. Ticket sales begin on Jan. 4, 2021. ***Call of the Wild*** will be our featured Drive-In Movie on Jan. 28, 2021.

45. We are planning 4 Community Scavenger Hunts beginning Feb. 15 and going through Feb.28. The topic will be "Sun City West Trivia Questions". More details to be provided in the February edition of the Rec. Center News. You can download the Trivia Questions on our SCW Website beginning Feb. 8th.

46. We have closed all sales for **2021** Top Hat and Cruise Ship Series ticket sales. 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:

47. We would like to remind staff the Evaluation Signed List is due back to HR on Wed. 12/30.

48. There have been six employee Covid-19 cases reported this week. The CDC is now stating that the quarantine period should be 7 to 10 days instead of 10-14 days. We ask all employees, club members, and anyone accessing our facilities to be diligent in separation for social distancing and to minimize office

attendance. Management has continued to meet to plan for our Covid response as positive cases continue to rise. We are trying to determine how we can thin out the number of employees working in the same offices as well as the best way to operate our facilities through the end of the year and possibly beyond. This week it was reported that we are now at a positivity rate of 18.1% as compared to the previous week of 12.4% and 11.2% on Nov. 29.

49. Should the Covid-19 numbers from the CDC and AZDHS continue to rise we might have to remain closed for another week until we see improvements in the numbers. Management will be taking a look at how this affects staffing.

Golf Operations:

50. Golf rounds and revenue for the first 26 days of December were good: Rounds were up by 14% and Revenue is up by 25% over prior year.

51. We will be meeting this week to have a discussion on how to incorporate/define Group Play. The Golf Committee has established a Group Play Sub-committee to address this in Governing Board Policy G6 sometime after the holidays.

52. Information o Upcoming Tournaments: On Saturday, January 23 we are holding our Individual Stroke Plat Event. 52 golfers have signed up so far for the 100 slots available and on Sunday, January 31 we are holding our Tampa Bay Scramble. It is full right now with 100 players and we have 10 teams on the waiting list.

53. Our Golf Lab is moving forward with the buyout of golf clubs. Starting January 1, 2021, we will be out of the hardgoods business and Dave Arend will have full control over all club sales.

Environmental Services:

54. Golf Course Maintenance

- Work is slow at the golf courses right now. We are keeping up with fertilizing and mowing, lowering the heights of the greens and fairways and performing general maintenance and Landscape Maintenance on the courses.
- We are expecting cold weather beginning Tuesday and all through this week. We expect frost delays Wednesday through Friday.
- All courses are looking pretty good. Grass coming in a little slowly due to the cold temperatures.

55. Landscape Maintenance:

Overseed Update:

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

Upcoming Events

Current / Upcoming Ticket Sales

Event	Event Date	Location	Time	Ticket Sales
Drive in Movie – Love & Mercy	Jan 14, 2021	RHJ North Lot	Dusk	Jan 4, 2021
Drive in Movie – Call of the Wild	Jan 28, 2021	RHJ North Lot	Dusk	Jan 4, 2021
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!

Scavenger Hunt:

If you have any good SCW Trivia Questions please pass to Kasey : Kasey.huhta@suncitywest.com

4 COMMUNITY SCAVENGER HUNTS

SCAVENGER HUNT 1

TOPIC: SCW TRIVIA QUESTIONS

BEGINS FEBRUARY 15TH – FEBRUARY 28TH

MORE DETAILS TO COME IN FEBRUARY REC NEWS, E-NEWS AND SOCIAL MEDIA

*DOWNLOAD THE TRIVIA QUESTIONS ON OUR SCW WEBSITE BEGINNING FEBRUARY 8TH

- WWW.SUNCITYWEST.COM
- CLICK ON THINGS TO DO
- FIND AND CLICK THE EVENTS TAB
- CLICK ON COMMUNITY SCAVENGER HUNT
- PRINT YOUR SCAVENGER HUNT QUESTIONS AND START THE HUNT.
 - YOUR ANSWERS FOR FEBRUARY WILL BE ON THE CACTUS
 - FILL IN THE BLANKS

FIRST THREE TO DELIVER THEIR COMPLETED AND CORRECT ANSWERS TO ADMIN, DATE STAMPED BY OUR RECEPTIONIST, WILL RECEIVE A SMALL PRIZE!

AS ALWAYS PLEASE SHARE YOUR PHOTOS TO OUR SOCIAL MEDIA PAGES

WE ARE TRYING TO KEEP AS MINIMAL CONTACT AS POSSIBLE