

**SAPPHIRE VALLEY MASTER ASSOCIATION
BOARD OF DIRECTORS' REGULAR MEETING MINUTES
April 21, 2025
10:00 a.m.**

CALL TO ORDER/ROLL CALL

Tracy Norman called the Meeting to order at 10:00 a.m. at the Sapphire Valley Community Center.

Board of Directors:

Tracy Norman, President
John Hill, Treasurer
Marc Stone, Director
Chris Guttormsson, Director
Melissa McKinnon, Director (via Zoom)

Absent:

Billie Connerly, Vice President
Jimmy Pierson, Director

Capital Vacations and Resort Management:

Trish Docherty, Sr. Director of Hospitality (via Zoom)
Jennifer Gainey, General Manager
Audrey Cottrell, Assistant General Manager
Steve Martell, Director of Amenities
Gary Wilson, Maintenance Supervisor

I. APPROVAL OF MINUTES

A. March 17, 2025 Board Meeting

MOTION: John Hill moved to approve the March 17, 2025 Board Meeting Minutes as presented. Motion was seconded by Chris Guttormsson and approved unanimously.

II. FINANCIAL REPORTS

John Hill provided an update on the financial status of the Association reporting that amenity fee collections through March were \$2,271,000 paid by the whole owners. The timeshares remit their fees quarterly.

III. OPERATIONS REPORT

Steve Martell provided an update on current operational details. Mr. Martell noted that the staff completed the additional seating area at the pickleball courts, dismantled the fencing around the maintenance area at Red Bird, started the flooring project at the Recreation Center, and completed the adjustments needed to the Zip Line.

IV. OLD BUSINESS

A. Special Projects Update

Jennifer Gainey provided updates on the status of ongoing projects.

MOTION: John Hill moved to continue working with Craig Justus on the golf course situation. Motion was seconded by Marc Stone and approved unanimously.

B. Tunnel Repair

Jennifer presented two estimates for tunnel repairs, both from reputable contractors.

MOTION: Marc Stone moved to approve the proposal from Delton. for the tunnel repair work. Motion was seconded by Chris Guttormsson and approved unanimously.

V. NEW BUSINESS

A. Pipe Work Solutions Estimate

MOTION: John Hill moved to approve the estimate from Pipe Work Solutions as presented. Motion was seconded by Marc Stone and approved unanimously.

VI. MEMBER COMMENTS

An owner in attendance had a question that was answered by the Board.

VII. OTHER

A. Future Meeting Dates

Board Meetings – all times are 10:00 a.m. unless otherwise noted:

Monday, May 19, 2025

Monday, June 16, 2025


Monday, July 21, 2025

Budget Meeting – Wednesday, August 6, 2025 at 12:00 p.m.

Annual Meeting – Monday, October 13, 2025 at 10:00 a.m.

ADJOURNMENT

MOTION: Tracy Norman moved to adjourn the meeting at 10:33 a.m. Motion was seconded by John Hill and approved unanimously.

Signed by:


Crystal Vereen, Administrator

6/2/2025

Date

svma: 042125min