

**SAPPHIRE VALLEY MASTER ASSOCIATION
BOARD OF DIRECTORS' REGULAR MEETING MINUTES
May 19, 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 (via Zoom)
Chris Guttormsson, Director
Melissa McKinnon, Director (via Zoom)
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. April 21, 2025 Board Meeting

MOTION: John Hill moved to approve the April 21, 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 April were \$2,525,000 or 69% of total budget. \$34,000 in delinquent fees and interest was also collected during April.

III. OPERATIONS REPORT

Steve Martell provided an update on current operational details. A detailed report was provided with the meeting materials.

IV. OLD BUSINESS

A. Special Projects Update

Jennifer Gainey provided updates on the status of ongoing projects.

B. Electric Boat Motor Limits

Discussion ensued limiting the speed for motorboats to 5 horsepower, with restrictions on jet skis and other watercraft.

MOTION: Chris Guttormsson moved to limiting the speed for motorboats to 5 horsepower, with restrictions on jet skis and other watercraft. Only outboard trolling motors are allowed. Motion was seconded by John Hill and approved unanimously.

C. Winter Committee Update

Marc Stone provided an update on the Winter Committee initiatives, including plans for business continuity, improvements, process reviews, and activities.

V. NEW BUSINESS

A. Audit Engagement Letter

The audit engagement letter will be signed so the audit process can be completed.

B. Snow Groomer

The Board discussed purchasing and renting a groomer, ultimately deciding to rent a new groomer for 5 months from mid-November through April, while also repairing and potentially selling their existing groomer.

MOTION: Chris Guttormsson moved to set up the rental of a new snow groomer and completing repairs on the existing groomer. Motion was seconded by Marc Stone and approved unanimously.

C. Golf Course

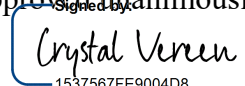
MOTION: Melissa McKinnon moved to add Shira Hedgepath to the golf course legal team. Motion was seconded by Jimmy Pierson and approved unanimously.

VI. MEMBER COMMENTS

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

ADJOURNMENT

MOTION: Tracy Norman moved to adjourn the meeting at 11:10 a.m. Motion was seconded by John Hill and approved unanimously.


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Crystal Vereen, Administrator

6/20/2025

Date

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