

**Shining Mountains Owners Association
Board of Directors Meeting
November 11th, 2025
MINUTES**

Called to Order: 5:00

Present: Dennis Baker, Craig George, Cedar West, Sue Sherrard, Lynn Emery, Bruce & Christine Barthlomew, David McQueen & Jenny Rohrback
Zoom: Ken Sargent, Kristy Vessey, Howard Goltz & Kylie Zepp

The meeting began with a correction to the previous meeting's minutes regarding gravel supply costs, which Ken clarified should be per day rather than per load.

Craig motioned to approve minutes with correction shown below, 2nd Cedar, motion passed.

Gravel Supply and Road Maintenance

The board discussed road maintenance and gravel supply, noting that while current gravel costs \$1,200-1,250 per day load, they are saving significantly compared to alternative options. They agreed to start setting aside funds for future gravel needs, as the current pit may only have 2-15 years of material remaining.

The financial review showed accounts receivable decreased by a few hundred dollars to \$22,000 and Sue confirmed the sending letters of intent and liens for accounts over two years past due, which Ken agreed to review against the rules and regulations. Sue also reported sending invoices for the 25-26 period, with some amounts successfully recovered.

Cedar motioned to approve the financial reports as of 10/31/2025 as presented, 2nd Dennis, motion passed.

TABLED ITEMS FROM PRIOR MEETINGS:

- Private Road Sign (BLM/SMOA border) May 2026
- Mailboxes FY 26/27
- Upper Lakes trail maintenance/development
- Reflective culvert posts
- Policy & Procedures, Craig & Sue met to review. Craig to coordinate with Sue for finalization to present to Board.

Unfinished Business

- Picnic Tables common areas – Will be moved to tabled items
- Cold Springs Pond – Pond has been drained down so foundation maintenance on the glory hole. Dennis to donate concrete and

Cedar will use his tractor to lower concrete and clean vegetation. A game camera was donated by a property owner and additional cameras may be donated. Board will be checking to see if the cameras can be hooked up to website for monitoring of the pond. Also researching available grants SMOA could apply for to assist with pond maintenance costs.

- Correspondence Tracker – Reviewed by Board – no discussion was had
- Formation of Rules & Regulations committee – Noted that Rules & Regulations have been approved previously and that a By-Laws committee was needed. Jenny, Sue and Dennis to sit on By-Laws committee.

Common Areas/Lakes - No discussion

Roads/Easements

- Wigwam Trail culvert replacement has been completed. During replacement it was found that 3 Rivers had caused the damage when the fiber optic installation was done. Craig contacted 3 Rivers representative Jason Petrillo and with Jason's assistance SMOA received a reimbursement check from 3 Rivers for the total \$2,800 repair/replacement cost.

Construction Permits

- 166B/Meyer shed approved
- 217A/Berzins shed approved
- 123A/Carnett loafing shed approved
- 98A/Furlong barn approved
- 108A/Jellinck guest house approved
- 30A/Gunnell residence approved
- 261A/Flood shop pending
- Cox/Revolver Trail pending no application received to date – noted that application had been received prior to meeting and will be reviewed for approval.

New Business – Correspondence

- Jenny Rohrback presented a comprehensive proposal for streamlining the election process, including creating an annual election packet with standardized forms and procedures. She recommended using colored envelopes to distinguish between ballots and proxies, with specific instructions for voting and proxy submission. The election committee would consist of three non-candidate members who would oversee the voting process and

verify eligibility. The board agreed to review the proposal and provide feedback, with Ken requesting a copy of the materials..

- The board discussed several matters including election procedures, building violations, and road work updates. Shining reported on construction without permits and lien issues, with plans to personally discuss the matter with the homeowner before involving attorneys. The board reviewed election procedures, including the need for a 15-20 day notice period for bylaw votes, and discussed the formation of an election committee to handle ballot counting. Ken received an update that road work was progressing within budget, with the county completing grading and mowing of roads.
- Madison County mowed roadsides and some grading was also completed on Shining Mountains Loop Rd and Fish Hatchery
- Liens have been placed on 9 properties for non payment of annual dues in excess of 2 years. 1 payment has been received and release will be filed for that property.

Next steps

- [Ken: Review rules and regulations regarding timeline for sending lien intent letters to past due members](#)
- [Sue : Send out liens with document numbers via certified mail once received back from county](#)
- [Sue : Release lien within 30 days for the member who paid \\$808 in past due fees - call county to determine process](#)
- [Craig & Sue: Coordinate on policies and procedures document](#)
- [Cedar: Deliver materials to Cold Spring Ponds site for glory hole maintenance work](#)
- [Sue : Send construction permit application materials to Dennis for hand delivery](#)
- [Dennis: Personally speak with property owner about submitting construction permit application before escalating to attorney](#)
- [Sue : Email Jenny's election process packet to Ken](#)
- [Sue : Send Bruce Richards' election information to Jenny for review](#)
- [Sue : Share nomination letter timeline/dates with Jenny for election packet](#)
- [Jenny: Reach out to Bruce Richards after receiving his information from Sue](#)
- [Jenny: Incorporate any board feedback on election process recommendations for next meeting](#)
- [Bylaws Committee : Schedule meeting to review membership meeting notes and suggested bylaw changes](#)
- [Dennis: Inspect culvert erosion issue on loop road near Y intersection after creek crossing](#)

Next Meeting: December 9th, 2025

Adjourn: 5:50 PM