

**MINUTES OF MEETING OF BOARD OF DIRECTORS OF  
TANGLEWOOD FOREST LIMITED DISTRICT**

November 19, 2025

THE STATE OF TEXAS  
COUNTY OF TRAVIS

The Board of Directors of Tanglewood Forest Limited District met in regular session, open to the public, on November 19, 2025, at Westoak Woods Baptist Church, 2900 W. Slaughter Ln., Austin, Texas, pursuant to notice duly given in accordance with law. A copy of the Certificate of Posting of the Notice is attached hereto as **Exhibit "A"**.

The following Board Members were present, thus constituting a quorum:

Brian Whelan	President	Present
Noel Gonsalvez	Vice President/Treasurer	Present
Maria Dallman	Secretary	Present
Steven Gerlofs	Director	Present
Mike Canty	Director	Present

Also present for the meeting were: Monica Saldaña of The Carlton Law Firm, P.L.L.C.; Vangie Bocanegra with RowCal; Erin McKinley with SafeGuard Aquatics; Charlie Mowen with TexaScapes and residents of the District.

Director Whelan convened the meeting at 6:01 p.m. and took the agenda items in the order described below.

## **PUBLIC COMMENT**

**Item 1 – Receive communications from the public on items not listed on the posted agenda.**  
None.

**Item 2 – Public Comment on Agenda Items. None.**

## **CONSENT ITEMS**

**Item 3 – Discuss and consider approval of the October 22, 2025 regular meeting minutes and November 3, 2025 special meeting minutes.** Director Whelan presented the meeting minutes to the Board. Director Whelan requested that changes be made to Item #10(b) on the October 22 meeting minutes to state “bulletin boards will be displayed at Lindshire Park and Woodlands Park.” Director Whelan stated that bulletin boards will not be displayed at Greenbrier Park. Director Whelan moved to approve the October 22 regular meeting minutes and November 3

special meeting minutes with the new revisions. Director Carty seconded the motion. The motion passed 5-0.

**Item 4 – Receive report from the Finance Committee and Treasurer and consider taking related action, including matters related to the following:**

- (a) **monthly financial report, payment of monthly bills and invoices and transfers of District funds; and** Director Gonsalvez presented the financial report and he stated that he is keeping track of the financial report. Director Gonsalvez asked that if any residents had questions regarding the financial report to contact him. Director Gonsalvez informed the Board of the total invoice expense of \$88,611.79 from the check register. Director Gonsalvez explained that the invoice for AlphaGraphics had been paid which will bring the new total for the expenses to \$86,528.97. Vangie Bocanegra, General Manager, explained that AlphaGraphics will be billing the District twice, one invoice will be for Special Meeting notice, and the other invoice is for the community newsletter. Ms. Bocanegra explained to the Board that the first invoice is included in this month's check register, and the other invoice will be on next month's check register to avoid any confusion. Ms. Bocanegra stated that she provided the AlphaGraphics invoices to Terri Giles, the District's bookkeeper. Director Whelan moved to transfer \$86,528.97 from the District's savings account to the District's checking account to pay bills. Director Gerlofs seconded the motion. The motion passed 5-0.
- (b) **amendments to budget for FY2026;** Director Whelan presented the amended budget. Director Whelan explained to the Board the amendments that were made to budget because of increased capital costs. Director Whelan stated the increase capital cost will be \$2,375,000. The revised amount for funds from the savings account is \$1,703,000 and the total expenses \$3,292,872. Director Whelan moved to approve the revised budget. Director Carty seconded the motion. The motion passed 5-0.

**Item 5 – Receive report from the District's pool operations contractor and Pool Committee and consider taking related action, including matters related to the following: pool operator and pool maintenance/lifeguard contract; leak repairs; pool maintenance, general repairs and upkeep; operating schedule; pool programs; pool funding; pool improvements and master plan; lifeguards; and rates and fees for pool use;** Erin McKinley, with SafeGuard Aquatics, informed the Board that there has been no routine maintenance since the pool being drained last month. Mrs. McKinley stated that they have been removing the chemicals so PoolSharks can collect the rest of their equipment. Mrs. McKinley has reached out to them but has not received a response. She will update the Board once PoolSharks provide her with a date on when they plan on picking up their chemical tanks. Director Whelan explained that he isn't sure when the fences for construction will go around the pool but stated that the fences could go up within the next few weeks. Director Whelan stated that they will move the remaining items in the pool house in storage or it will be thrown away. Mrs. McKinley stated that SafeGuard Aquatics has removed all their things but will check again.

**Item 6 – Receive report from the District's landscape maintenance contractor and Parks Committee and consider taking related action, including matters related to the following:**

(a) **landscape maintenance contract, proposals and estimates for additional landscaping work, maintenance, repair, replacement and improvements to landscaping and landscape related facilities, irrigation systems, and tree trimming; and** Charlie Mowen, with TexaScapes, presented October 2025 landscape maintenance report. Mr. Mowen informed the Board that TexaScapes is trying to avoid over-mowing the area due to the lack of growth. Mr. Mowen explained to the Board that they are at the point in the contract where they are servicing the District's area every other week. They have applied ant bait throughout the District as part of their Texas Two-Step program. Mr. Mowen informed the Board that TexaScapes completed all of the Board-approved October projects. After meeting with the Parks Committee, there was a request that the wooded area at Idyllwild Park receive more maintenance to deter transient campers from staying there. Mr. Mowen presented the proposal to clean and do selective removal of the wooded area in Idyllwild Park for \$2,260.00. A resident asked Mr. Mowen for clarification on the plantings in Kempler Park. Mr. Mowen responded that 45 one-gallon Giant Liriope were installed to fill in the space of the back Kempler Park. Director Whelan moved to approve Proposal 10717 for \$2,260. Director Gonsalvez seconded the motion. The motion passed 5-0.

**Item 7 – Receive report from Capital Improvement Committee and consider taking related action, including matters related to the following:**

(a) **contracts related to current or future Capital Improvements.** Greg Hensley, resident, explained that the conversion to LED lights has caused extremely deficient lighting for the tennis courts. Mr. Hensley explained that the LED lights on the court have about fifty thousand lumens when the minimum for tennis courts should be 200,000 lumens—up to 400,000 lumens of total light. Mr. Hensley explained to the Board that LED lights are inexpensive to invest in stronger lighting. Director Carty explained to Mr. Hensley that the District does plan to change the lighting on the tennis court and will be placing the lights on top of the fence similar to the structure of lights at a pickleball court. Mr. Hensley requested to the Board that the tennis courts have efficient brightness and luminosity be at minimum 200,000. The Board thanked Mr. Hensley for bringing the tennis court lighting to their attention.

Director Whelan presented the first addendum to the Eckermann Engineering proposal. Director Whelan explained that Eckermann is working on getting the permits with the City of Austin and the General Contractor. Director Whelan moved to approve the proposal for the amount of \$23,000. Director Carty seconded the motion. The motion passed 5-0.

Director Whelan explained that he met with all the vendors and was informed that the District will need to do geotechnical surveying boring to have the soil tested. It is about \$900 per survey boring and the District needs three surveys for the pool and three surveys for the tennis court. Director Whelan moved to assign an Austin company to conduct the geotechnical survey for an amount not to exceed \$7,500. Director Carty seconded the motion. The motion passed 5-0.

Mr. Hensley informed the Board that he used to be an architect and explained that the cracking in the tennis court foundation can be fixed using tension cable within the actual ground and float it with sand. He explained that the use of tension cables can be extremely cost effective.

Mr. Hensley also informed the Board that there is a resident who is hosting tennis court lessons which is causing an issue for him to access the tennis courts. Director Whelan asked Mr. Hensley to provide him with the name of the resident of who is hosting lessons.

**Item 8 – Receive report from District’s General Manager and consider taking related action, including matters related to the following:**

- (a) management services and related issues, contract issues, and communications with Board members and consultants;** Ms. Bocanegra, General Manager, presented her October report. Ms. Bocanegra informed the Board that the mulch project at Tanglewood Park, Greenbrier Park, and Renaissance Park is complete.
- (b) use, maintenance, repair, replacement and improvement of District property and facilities including, but not limited to, buildings, restrooms, electrical systems, lighting, and parking areas;** There have been a few reports about the lights going out in the park area. There is a portion of lights on the right side of Tanglewood Park that are still out. Ms. Bocanegra spoke with Matt from ONIT Home Repairs, LLC, and he informed her that there is a short circuit in the lighting. ONIT provided Ms. Bocanegra with a quote to locate the short circuit of \$1,000. Director Carty asked Ms. Bocanegra to ask ONIT to put their license number on the quotes. Ms. Bocanegra told Director Carty she would let ONIT know to put license number in future quotes, and she expressed her concerns about the constant maintenance on park lights. Director Whelan explained that it is important that the lights get repaired and asked Ms. Bocanegra if there was a warranty with light inspection ONIT did a few months ago. Ms. Bocanegra explained to Director Whelan that there is no warranty; ONIT will have to charge to inspect the issue first. Ms. Bocanegra informed the Board that RowCal has their own maintenance department that has a licensed electrician in case the Board would like to use RowCal. The Board decided to find quotes for the lights. Ms. Bocanegra stated that she will contact RowCal’s electrician to get a quote.

Director Carty explained that certain information, including licensing information, needs to be on receipts for services like electrician and plumbing work.

Director Gonsalvez explained that most of the lights in Tanglewood are up and working with the exception of certain parts.

- (c) large event requests;** Ms. Bocanegra informed the Board that the holiday lights are up, and she reminded the Board about the upcoming holiday event on Saturday, December 13<sup>th</sup> at the Greenbrier Park from 6–8 p.m.

- (d) **park and restroom cleaning and related services from cleaning contractor;** Ms. Bocanegra informed the Board and residents that the dumpster at Tanglewood Park is going to remain there.

- (e) **pond cleaning and related services from Aquatic Features; and**

Ms. Bocanegra reported that the Board cancelled the contract with ABC. Ms. Bocanegra presented a quote from J.P tree to address trees in the parks outside of TexaScapes scope of work. She is awaiting for more quotes regarding the trees. Director Whelan asked the Board about waiting until the December meeting to go over new quotes for the trees that need to be cut. Director Carty asked Ms. Bocanegra how many quotes she has currently and asked her to look into Ted Trees. Ms. Bocanegra stated that there is a sign on the tennis courts letting the public about the tennis court construction. Mr. Hensley asked the Board about reimbursement of payment once the tennis court is closed. Director Whelan explained to Mr. Hensley that the tennis court payment portal will be frozen until the tennis court construction project is completed.

Ms. Bocanegra presented the Board with storage unit quotes. Director Carty asked about the pricing for the 10x15 unit. Ms. Bocanegra explained that the 10x10 unit is priced at \$54.00. Director Whelan moved to approve the quote with Public Storage 10x15 unit for an amount not to exceed \$107.00. Director Gerlofs seconded the motion. The motion passed 5-0.

Ms. Bocanegra presented quotes for new solar lights in Greenbrier Parks. The installation is not included in the quotes. Ms. Bocanegra presented the three quotes—headed lighting pole for \$1,394.89, the two-headed lighting pole for \$1,233.39 and the four-headed lighting pole for \$1,556.38. Director Dallman proposed that two lights would be better. Director Whelan asked Ms. Bocanegra for more information about Warehouse-Lighting company. Ms. Bocanegra informed the Board that another general manager at RowCal was working with them and their work in the Greenbelt area is good. This company offers solar lighting and hard wire. Director Whelan asked Ms. Bocanegra if she knew how much installation would cost. Ms. Bocanegra informed Director Whelan that she is waiting for a response from Matt from ONIT to discuss installation charges. Director Whelan asked the Board if they would like to approve of the lights before they authorize payment for the lights. Director Gonsalvez proposed that the two-lighting pole is used for the park and that Board orders one pole, get it installed, then decide if they would like to order more. Director Gonsalvez moved to purchase one two-headed lighting pole and install it. Director Gerlofs seconded the motion. The motion passed 5-0.

- (f) **enforcement of deed restrictions within the District.** This matter was not addressed.

**Item 9 – Receive report from the Communications Committee and consider action regarding the following:**

- (a) **website content and management; and** Director Gonsalvez thanked Ellen for all her help with the posting and notices. Director Gonsalvez asked the Community Involvements Committee if yard signs are going to be needed for the holiday event on

December 13<sup>th</sup>. Director Gerlofs proposed that they keep the old signs and change the date and location. Director Gonsalvez asked Director Gerlofs to make sure the formatting is correct. Director Gerlofs stated that he tested it. Director Gonsalvez asked Director Gerlofs to let him know if he needs any help with printing.

Director Gonsalvez informed the Board that Ellen is keeping the website updated with all information regarding Capital Improvements, and tennis courts posted. Director Dallman asked about the rules and regulations regarding posting on the bulletin boards. Director Gerlofs explained to Director Dallman that the bulletin board regulations will be posted on the website. Ellen informed Director Dallman that information regarding updates on the bulletin boards are posted on the District's Facebook page and along with a link to the rules on the District website. Ellen assured Director Dallman any changes or updates can be easily done. Director Gonsalvez explained to the Board that vandalism has gone down in the neighborhood, however the bulletin boards may become a target for vandalism in the future.

(b) **newsletter;** Director Whelan asked when the newsletter will be out. Ellen confirmed that the newsletter is already sent out.

**Item 10 – Receive report from Community Involvement Committee and consider taking related action, including matters related to the following:**

- (a) **community events;** Director Dallman stated that she has been working with the Travis County Sheriff's Office. Director Dallman explained that neon necklaces for the children residents would be a good idea because the park is so dark.
- (b) **District bulletin boards; and** This matter was addressed in Item 9.
- (c) **Travis County Sheriff's Office and City of Austin Code Enforcement.** This matter was addressed in Item 10(a).

**Item 11 – Receive General Counsel report and consider taking related action, including matters related to the following:**

- (a) **pending contract issues, open records requests, and election matters;** None.
- (b) **other litigation matters;** None.
- (c) **legal investigations and other legal issues, if any;** None.

**Item 12 – Discuss and consider updating resolutions regarding Disbursements.** No action taken.

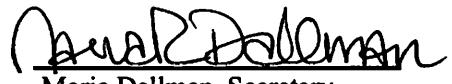
**Item 13 – Discuss and consider updating resolutions regarding Signature Authorization.** Monica Saldaña, the District's attorney, explained the resolution to the Board. Ms. Saldaña explained that the resolution can include all Board members or just three. Director Whelan stated

that he would like to keep it at three Board members. Director Whelan moved to keep the current authorized signatories on the Chase Bank account which is Director Gonsalvez, Director Gerlofs, and Director Whelan, remain the same. Director Gonsalvez seconded the motion. The motion passed 5-0.

**Item 14 – Discuss and consider action regarding Director’s bonds and Treasurer’s bond or insurance.** No action taken.

**Item 15 – Discuss and consider action regarding contract renewal with Travis County Sheriff’s Office.** Ms. Saldaña explained the new contract to the Board. This item was tabled.

**Item 16 – Discuss and consider action regarding time, date, and agenda items for the next Board meeting.** Director Whelan moved to approve the next meeting date to be December 17<sup>th</sup> at 6 p.m. Director Gerlofs seconded the motion. The motion passed 5-0.



Maria Dallman  
Maria Dallman, Secretary  
Board of Directors