

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

February 19, 2025

THE STATE OF TEXAS §
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COUNTY OF TRAVIS §

The Board of Directors of Tanglewood Forest Limited District met in regular session, open to the public, on February 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	Present
Steve Gerlofs	Treasurer / Secretary	Present
Cynthia Luna	Director	Absent
Mike Canty	Director	Present

Also present for the meeting were: Jennifer Schein of The Carlton Law Firm, P.L.L.C.; Brody McKinley of SafeGuard Aquatics; Charlie Mowen of TexaScapes; and residents of the District.

Director Whelan convened the meeting at 6:00 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. Tim Cunningham, a District resident, commented on how the Board members do not normally communicate with the residents on their accomplishments and activities. Mr. Cunningham encouraged the Board to address the public on progress from committees and perhaps an address from the Board President in this section. Mr. Cunningham also wanted to express his appreciation for Ms. Ellen Canty and her efforts volunteering on the Board committee.

Carolyn Pilgreen, a District resident, asked for more transparency on the Board seats and progress on the Board decisions with regards to the pool.

Item 2 – Public Comment on Agenda Items. Addressed in items below.

CONSENT ITEMS

Item 3 – Consider approval of the January 29, 2025, regular meeting minutes. Director Gonsalvez moved to approve the January 29th, 2025 minutes as presented. Director Canty seconded the motion, and the motion passed 4-0.

REPORTS AND COMMITTEE MATTERS

Item 4 – Receive report from the Finance Committee and Treasurer and consider taking related action regarding the following:

- (a) monthly financial report, payment of monthly bills and invoices and transfers of District funds:** Director Gerlofs presented the check register and discussed the profit and loss report for January. Director Gerlofs discussed the invoices and bills totaling \$43,860.68. Director Gerlofs discussed the need for a transfer of \$43,860.68 from the savings to the operating account. Director Gonsalvez moved to approve the bills, invoices, and check register and a transfer of \$43,860.68 from the savings to the checking account. Director Canty seconded the motion, and the motion passed 4-0.
- (b) amendments to the budget for FY2025:** Director Whelan discussed the updated budget that he worked on. Director Canty moved to approve the updated budget. Director Gonsalvez seconded the motion, and the motion passed 4-0.
- (c) security issues including report from Travis County Sheriff's:** There is no report from the Sheriff's Office this month.

Item 5 - Receive report from the District's pool operations contractor and Pool Committee and consider taking related action, including matters related to: pool operator and pool maintenance/lifeguard contract; leak repairs; pool maintenance, general repairs and upkeep; operating schedule; pool programs; pool funding; lifeguards; and rates and fees for pool use. Brody McKinley, with SafeGuard Aquatics, presented the January operations report. Mr. McKinley said routine pool maintenance was performed. Director Gerlofs discussed issues with the pool regarding cracks found and noted one pool rendering has been received. Director Gerlofs mentioned no decisions have been made and no money has been spent. Director Gerlofs said there will be information to be presented in the March meeting. Director Gerlofs also said the pool committee had a Zoom meeting with Denali pools and Denali provided a rendering. Director Gerlofs told the Board there may be a pool workshop meeting soon.

Item 6 – Receive report from the District's landscape maintenance contractor and Park Committee and consider taking related action: Charlie Mowen, with TexaScapes, presented the January parks report to the Board and said routine park maintenance has been completed.

- (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:** Mr. Mowen discussed proposal 10517 for \$16,812.50 for the annual mulching of all parks and medians that would happen towards the end of March. Director Whelan moved to approve proposal 10517. Director Canty seconded the motion, and the motion passed 4-0.

Item 7 – Receive report from District's General Manager and consider taking related action, including matters related to:

- (a) management services, and related issues:** The matter was not addressed.
- (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:** Ms. Bocanegra discussed the monthly report. Ms. Bocanegra discussed the swing-set proposal with the Board. The Board took no action on the swing set proposal. Ms. Bocanegra also discussed the bids

received addressing the lights at the parks and at the tennis courts. Ms. Bocanegra discussed the following quotes: one quote for mapping out the electrical work for Tanglewood Park for \$2,500, the second quote for the Kempler lights repair for \$750, a third quote for the Lindshire Park light pole for \$1,800, the next quote was for the Howellwood Park lights for approximately \$300 to \$500, and the Roxanne lights for approximately \$200-400. Ms. Bocanegra said that Onit was asking for a total of \$5,960 to handle the park lights. Director Gonsalvez moved to approve the Onit repair proposals not to exceed \$6,000. Director Gerlofs seconded the motion, and the motion passed 4-0.

Ms. Bocanegra discussed the tennis court bids she received. One bid was for \$129,000 for concrete over the foundation. Ms. Bocanegra said the Rowcal bid did include lights and permitting. Ms. Bocanegra noted she is waiting for one more bid. The Board made no decisions on major purchases and decided to wait until more information is obtained.

- (c) **Large event requests:** The matter was not addressed.
- (d) **park and restroom cleaning and related services from cleaning contractor:** The matter was not addressed.
- (e) **pond cleaning and related services from Aquatic Features:** The matter was not addressed.
- (f) **regarding enforcement of deed restrictions with the District:** The matter was not addressed.

Item 8 – Receive report from the Communications Committee and consider action regarding the following: Mr. Cunningham thanked Ms. Canty again for serving on the Communications Committee.

- (a) **website content:** The matter was not addressed.
- (b) **newsletter:** Director Gonsalvez discussed when the next newsletter will go out and possible information that will be included.

Item 9 – Receive General Counsel report and consider taking related action regarding the following: Ms. Schein asked the Board how they want to handle Idyllwild Park. The Board discussed how to handle maintenance of Idyllwild Park.

- (a) **pending contract issues, open records requests, and election matters:** The matter was not addressed.
- (b) **other litigation matters:** The matter was not addressed.
- (c) **legal investigations and other legal issues, if any:** The matter was not addressed.

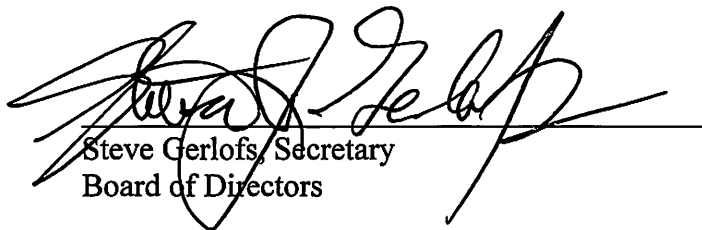
OTHER MATTERS

Item 10 – Discuss and take action on Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement. Director Gonsalvez moved to approve the Special Purpose District report. Director Whelan seconded the motion, and the motion passed 4-0.

Item 11 – Discuss and consider time, date, and agenda items for the next Board meeting. Director Gonsalvez moved to hold the next meeting on March 26, 2025 at 6:00 p.m. at the Westoak Woods Baptist Church. Director Gerlofs seconded the motion, and the motion passed 4-0.

The meeting adjourned at 6:38 p.m.

(Seal)



Steve Gerlofs, Secretary
Board of Directors

Date: March 26, 2025