

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

November 19, 2024

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, 2024, 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:

Ron Peterson	President	Present
Nikki Krueger	Vice President	Present
Brian Whelan	Treasurer / Secretary	Present
Robbie Castille	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 Peterson 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.** Catherine Rockwell, a District resident, introduced herself and thanked Directors Krueger and Peterson for joining the Board and doing a phenomenal job for the District.

Tim Cunningham, a District resident, introduced himself and mentioned the Board faces a job that is complex and often thankless, and their work is complicated and difficult. Mr. Cunningham hopes the Board will avoid further personal attacks or unhelpful distractions. Mr. Cunningham noted the greatest concern is taxes that have gone through the roof. Mr. Cunningham also discussed questions for the Board to consider that affect all District residents.

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

**CONSENT ITEMS**

**Item 3 – Consider approval of the October 16, 2024, regular meeting minutes.** Director Peterson moved to approve the October 16, 2024 minutes as presented. Director Whelan 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 Whelan presented the check register and discussed the profit and loss report for October. Director Whelan discussed the invoices and bills totaling \$79,351.69. Director Whelan discussed the need for a transfer of \$80,000.00 from the savings to the operating account. Director Krueger moved to approve the bills, invoices, and check register and a transfer of \$80,000.00 to the checking account. Director Peterson seconded the motion, and the motion passed 4-0.
- (b) amendments to the budget for FY2024:** Director Whelan noted the tax rate election passed and increased the anticipated revenue from \$1,034,495 to \$1,875,384.31.
- (c) security issues including report from Travis County Sheriff's:** There is no report from the Sheriff's Office this month.
- (d) FY25 agreement with the Travis County Sheriff's Office:** Director Krueger moved to approve the FY 25 agreement as presented. Director Peterson seconded the motion, and the motion passed 4-0.

**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.** Mr. McKinley, with SafeGuard Aquatics, presented the October operations report. Mr. McKinley said the pool has been closed since September and there is nothing new to report. Mr. McKinley noted routine pool maintenance was performed. Director Peterson mentioned he has shown some of the new Director-elects how to shut off the water in the bathrooms should a freeze occur.

**Item 6 – Receive report from the District's landscape maintenance contractor and Park Committee and consider taking related action:** Mr. Mowen presented the October parks report to the Board and said routine park maintenance had been completed. Mr. Mowen also mentioned the biannual ant bait was put out, there was an excessive amount of trash and limbs picked up at Idlewyld Park, and they repaired some small electrical issues that were found.

- (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:** The matter was not addressed.
- (b) consider amendments to the Park Rules:** The matter was not addressed.

**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 was not present to provide the monthly report. Director Krueger mentioned Ms. Bocanegra has addressed the fountain aerator and the breaker was reset, and a light was taken down at the tennis court.
- (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.
- (g) non-applicability of Corporate Transparency Act requirements:** The matter was not addressed.

**Item 8 – Receive report from the Communications Committee and consider action regarding the following:**

- (a) website content:** The matter was not addressed.
- (b) newsletter:** Director Krueger noted that the newsletter is ready to go out and has information regarding the December 14<sup>th</sup> holiday event.

**Item 9 – Receive General Counsel report and consider taking related action regarding the following:**

- (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.
- (d) the Attorney Generals response to The Carlton Law Firm’s request for exception to R. Castille’s February 4, 2022, Open Records Request and Cause No. D-1-GN-22-002141:** The matter was not addressed.
- (e) demand letters regarding District property damage that occurred June of 2023:** The matter was not addressed.

**Item 10 – Discuss, consider, and take any action necessary regarding the State of Texas v. DeWilde, Lauren (Cause No. D-1-DC-22-900009) in the 299<sup>th</sup> District Court of Travis County, Texas. The matter was not addressed.**

**Item 11 – Receive report from Special Counsel and consider taking action regarding Cause No. D-1-GN-23-001675; Plaintiff's Verified Original Petition and Application for Temporary Restraining Order, Temporary Injunction, and Permanent Injunction in the matter of Kimberly Minjarez vs. Tanglewood Forest Limited District; Ron Peterson, Nikki Krueger, Brian Whelan, each in his or her Official Capacity as Directors of Tanglewood Forest Limited District. The matter was not addressed.**

#### **OTHER MATTERS**

**Item 12 – Discuss and consider Board member duties, responsibilities, ethics, and actions. The matter was not addressed.**

**Item 13 – Update District Registration Form and file with TCEQ.** Director Krueger moved to approve the District Registration Form as presented and file with TCEQ. Director Peterson seconded the motion, and the motion passed 4-0.

**Item 14 – *See Supplemental agenda for election items.***

- 1. Canvass returns of the November 5, 2024 Director Election.** Ms. Schein discussed the returns with the Board.
- 2. Canvass returns of the November 5, 2024 Election to Approve Tax Rate.** Ms. Schein discussed the returns with the Board.
- 3. Consider adopting Order Canvassing the Returns of the November 5, 2024 Director Election.** Director Krueger moved to approve the Order Canvassing Director Election. Director Canty seconded the motion, and the motion passed 4-0.
- 4. Consider adopting Order Canvassing the Returns of the November 5, 2024 Election to Approve Tax Rate.** Director Krueger moved to approve the Order Canvassing Tax Rate Approval Election. Director Whelan seconded the motion, and the motion passed 4-0.
- 5. Consider action on any other matters in connection with the District's November 5, 2024 director election and tax rate approval election.** The matter was not addressed.

**Item 15 - Approve and accept statements and oaths of office for directors elected at November election.** Director Whelan moved to accept the statement and oaths for Noel Gonsalvez and Steven Gerlofs. Director Canty seconded the motion, and the motion passed 4-0.

**Item 16 - Discuss and consider action regarding election of officers for Board.** Director Canty moved to have Director Whelan as Board President. Director Gerlofs seconded the motion, and the motion passed 4-0. Director Whelan moved to have Director Gonsalvez as Vice President. Director Canty seconded the motion, and the motion passed 4-0. Director Whelan moved to have Director Gerlofs as Secretary/Treasurer. Director Canty seconded the motion, and the motion passed 4-0.

**Item 17 - Discuss and consider action regarding obtaining or renewing Directors' bonds and Treasurer's bond or insurance.** Director Whelan moved to have Directors Gonsalvez, Gerlofs, and Luna obtain Director bonds. Director Canty seconded the motion, and the motion passed 4-0.

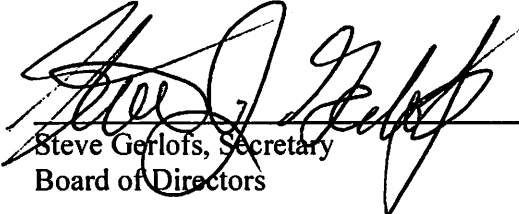
**Item 18 - Update resolutions regarding Disbursements and Signature Authorization.** Director Whelan moved to approve the Resolution Regarding Disbursements and Signature Authorization as presented. Director Canty seconded the motion, and the motion passed 4-0.

**Item 19 - Discuss and consider Eminent Domain Report to submit to Texas Comptroller.** Director Whelan moved to approve the Eminent Domain Report as presented. Director Canty seconded the motion, and the motion passed 4-0.

**Item 20 – Discuss and consider time, date, and agenda items for the next Board meeting.** The next Board meeting will be held on December 18, 2024 at 6:00 p.m. at the Westoak Woods Baptist Church.

The meeting adjourned at 6:42 p.m.

(Seal)



Steve Gerlofs, Secretary  
Board of Directors

Date: December 18, 2024