

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

June 18, 2025

THE STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

The Board of Directors of Tanglewood Forest Limited District met in special session, open to the public, on May 21, 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
Mike Canty	Director	Present

Also present for the meeting were: John Carlton of The Carlton Law Firm, P.L.L.C.; Vangie Bocanegra with RowCal; Brody McKinley with 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.

Deborah Peterson, a District resident, asked about the use of Greenbriar Park for a scouting event. Deborah is on the District Committee for the Thunderbird Scouting District and has troops available to do service around the park areas to pick up trash. Director Whelan directed her to Vangie Bocanegra for more information.

Item 2 – Public Comment on Agenda Items. None.

CONSET ITEMS

Item 3 – Consider approval of the May 21, 2025, regular meeting minutes;

Director Gonsalvez moved to approve the May 21st regular meeting minutes with corrections to Ms. Dallman's name spelling. Director Gerlofs 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, including matters related to the following;

- (a) **Monthly financial report, payment of monthly bills and invoices and transfers of District funds;** Director Gerlofs presented the monthly report and requested approval for a transfer of \$130,000 to pay the bills. Director Whelan moved to approve the bills,

invoices, check register, and a transfer of \$130,000 from the savings to the checking account to pay the bills and invoices. Director Canty seconded the motion, and the motion passed 4-0.

(b) Amendments to budget for FY2025; None.

(c) Security issues, including report from Travis County Sheriff's Office and traffic speed monitors; There is no report from the Sheriff's Office this month.

Maria Dallman, a District resident, made comments regarding security issues. Ms. Dallman explained that the community used to have constables parked across from the school. Ms. Dallman raised concerns about the inability to see the parking area and pool area from where the constable is parked. Ms. Dallman continued by asking about the liability of the rope between the deep end and shallow area of the pool and possible breaking of the balls along the rope.

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; and

Maria Dallman, a District resident, commented the skimmers do not appear to be sucking in water and may need to be repaired.

Brody McKinley, with Safeguard Aquatics, presented the pool report and noted there were 1201 check-ins and revenue of \$16,823 for the month. There were no incidents, no water rescues; however, there was a car that was broken into. Mr. McKinley told the Board routine maintenance had been completed and the auto-fill valve needs to be dealt with as part of the renovation. Unlinking the new float line and other equipment in the pool room are on the list of things that need to be addressed. The skimmers are an ongoing issue to be addressed through the renovation. There was an incident on June 7th with an intoxicated patron. This incident happened for about 30 minutes.

Director Gonsalvez voiced concern regarding long wait times and the need for additional staff members to help speed up the check-ins.

Director Whelan asked about the additional cost to hire additional staff and if Mr. McKinley can see if staff are available to help.

Director Gonsalvez stated that the average daily use has increased this year compared to last year. In terms of expenses, the pool's expenses have gone up but so has the revenue.

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; Charlie Mowen, with TexaScapes, presented a report regarding landscape maintenance. Mr. Mowen has no highlights from May. The installation on the trail at Lindshire Park is going well.

Director Gonsalvez asked to be advised when the railing can go back in. Mr. Mowen acknowledged this request.

(b) constructing two new pedestrian trails in Lindshire Park. The matter was not addressed.

Item 7 – Receive report from the District’s General Manager and consider taking related action including matters related to the following:

Maria Dallman, a District resident, reported that the ice cream truck parks in the disabled parking area and the toilets in the pool areas late at night have no toilet paper and are clogged.

Director Whelan responded that the ice cream vendor is not allowed to be on the property at all and advised Ms. Dallman to contact a board member if this issue arises again.

- (a) management services and related issues, contract issues, and communications with Board members and consultants;** 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;**

Vangie Bocanegra, with RowCal, reported that the concrete repairs at the pool were completed by Onit. The drainage line has been repaired in the front of the pool. Onit will be reinstalling the railing at Lindshire next week. There is an ongoing issue with the dumpster fence/gate. There were two deceased ducks removed from the pond. Ms. Bocanegra spoke on the issue with the pool restrooms in the parks and requested the residents to please contact her if there are further issues. JP Tree Service provided a proposal to remove the Howellwood Park dead trees in the amount of \$800.00 and to raise the canopy for \$1,000.00. Ms. Bocanegra stated that she needs to contact the City of Austin for the trees above the District power lines. Additionally, there is a quote to trim the tress at the pool in the amount of \$1,200.00.

Director Gonsalvez moved to approve the three quotes for \$3,000.00 by JP Tree Service. Director Canty seconded the motion, and the motion passed 4-0.

Ms. Bocanegra provided a status on the request for dog waste bags. She provided an estimate of 6,000 bags for \$159.00.

Director Gonsalvez moved to approve the 12,000 bags for \$320.00. Director Whelan seconded the motion, and the motion passed 4-0.

Ms. Bocanegra stated that due to all the incidents of theft at the pool she sent over locker ideas and quotes for the Board to review.

Director Canty moved to purchase two 12-inch lockers for \$800.00. Director Whelan seconded the motion, and the motion passed 4-0.

Ms. Bocanegra presented solar lights options. One option is dusk to dawn and the other is motion activated.

Director Gerlof moved to approve the solar lights that are dusk to dawn for \$239.00. Director Canty seconded the motion, and the motion passed 4-0.

Ms. Bocanegra presented her contract renewal and noted no increase in fees.

Director Whelan asked about the need for bids.

John Carlton explained that he needs to check to see about the change in laws regarding the bidding needs and will report back to the Board in July.

Ms. Bocanegra obtained a quote to dredge the pond and is uncertain about the accuracy of the quote and will have the service provider at the next meeting.

Director Gonsalvez wants to look at the possibility of filling the pond with water through the City of Austin.

Director Canty noted that we may receive rain to solve the problem.

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

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

- (a) **website content and management; and**
- (c) **newsletter;**

Director Gonsalvez presented a report to the Board that the Committee now has access to the webpage. The next newsletter will go out in July.

Item 9 - 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;** The matter was not addressed.
- (b) **other litigation matters;** The matter was not addressed.
- (c) **legal investigations and other legal issues, if any;** No report.

Item 10 – Receive vendor packets from pool and tennis court construction projects;

Director Whelan discussed proposals for the tennis court and pool rebuild. There were no additional vendors to evaluate. There are two vendors that were previously approved.

Director Whelan moved to approve the vendors Denali Pools and Sport Court of Austin for the tennis court and pool rebuild from the April meeting. Director Gerlofs seconded the motion, and the motion passed 4-0.

Director Whelan moved to have the Pool Committee meet with Denali Pools to discuss points within the contract and to have the Parks Committee to meet with Sport Court of Austin to do the same and discuss the contracts with the Board before approval at the July meeting.

Director Whelan assigned Director Canty to meet with the Parks Committee in his absence.

OTHER MATTERS

Item 11 - Discuss and consider approval of District's financial audit and filing audit with the county. Tabled.

Item 12 - Discuss and consider the Code of Ethics for district directors, officers, employees, and persons who are engaged in handling investments for the district, investment policy, and travel and professional services policy and adopt resolution. Tabled.

Item 13 – Discuss and consider adoption of the tax and budget planning calendar for 2025, and take any related action;

John Carlton discussed the calendar options provided for tax and budget planning for 2025. The

Board chose the green route.

Item 14 - Discuss and consider District website status, accessibility, and posting requirements and take any related action; No action taken.

Item 15 – Discuss and consider scheduling budget meetings/workshops;

Director Gerlofs stated that the Board will need to consider a date for the workshop if it will be outside of a regular scheduled meeting.

Director Whelan stated that the Board can put the date for the workshop on the website and in the newsletter.

Item 16 - Discuss and consider policies regarding use of management information including:

- (a) budgets for use in planning and controlling cost;
- (b) an audit committee of the board; and
- (c) uniform reporting requirements

No action.

Item 17 – Discuss and consider renewal for use of Westoak Woods Baptist Church facilities for District meetings;

Director Canty stated that the Board will need to establish the renewal with the Church.

Director Whelan moved to approve renewing the existing contract. Director Canty seconded the motion, the motion passed 4-0.

Item 18 - Discuss and consider action regarding time, date, and agenda items for the next Board meeting.

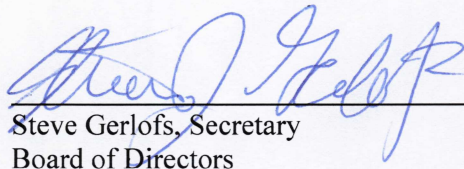
Director Whelan requested to motion the Board consider removal of the fifth Board member Cynthia Luna at the July Board meeting and appoint a new Director. Director Canty seconded the motion, and the motion passed 4-0.

Director Whelan stated that the next Board meeting will be held on July 16, 2025 at 6:00 p.m. at the church location.

Item 19 – Adjourn. Director Whelan moved to adjourn the meeting. Director Gonsalvez seconded the motion, the motion passed 4-0.

The meeting adjourned at 6:46 p.m.

(Seal)



Steve Gerlofs, Secretary
Board of Directors

Date: July 16, 2025