

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

December 18, 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 December 18, 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:

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.
No public comments.

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

CONSENT ITEMS

Item 3 – Consider approval of the November 19, 2024, regular meeting minutes. Director Gonsalvez moved to approve the November 19, 2024 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 November. Director Gerlofs discussed the invoices and

bills totaling \$57,602.27 including two late invoices received from Bickerstaff. Director Gerlofs discussed the need for a transfer of \$58,000 from the savings to the operating account. Director Gerlofs moved to approve the bills, invoices, and check register and a transfer of \$58,000 to the checking account. Director Gonsalvez seconded the motion, and the motion passed 4-0.

- (b) **amendments to the budget for FY2024:** The matter was not addressed.
- (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. Mr. McKinley, with SafeGuard Aquatics, presented the November operations report. Mr. McKinley said routine pool maintenance was performed.

Item 6 – Receive report from the District's landscape maintenance contractor and Park Committee and consider taking related action: Mr. Mowen presented the November parks report to the Board and said routine park maintenance had been completed. Mr. Mowen also mentioned that the irrigation has been shut off over the holidays but will be checked and turned on sporadically as needed. Mr. Mowen also noted Greenbriar and Kemplar Parks have been planted as approved by the Parks Committee.

- (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 will be addressed in the January meeting. No action was taken.

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. Director Whelan mentioned Ms. Bocanegra thanked all involved with assisting with the holiday event. Ms. Bocanegra discussed having Onit look into some lights that have been flickering. Ms. Bocanegra also asked about the legal letter that was sent to the City of Austin regarding the refund due to the pipe break last summer. Ms. Bocanegra said Aquatic Features has let her know the compressor at the pond is old and the quote to replace the compressor is \$2,182.95. Director Whelan moved to approve the compressor, cabinet and replacement of components as needed. Director Canty seconded the motion, and the motion passed 4-0. Ms. Bocanegra told the Board that the District website will expire soon and will need to be renewed. Ms. Bocanegra discussed a package for the administration of the cameras at the pool. Director Gonsalvez moved to purchase the yearly subscription

regarding the pool cameras. Director Whelan seconded the motion, and the motion passed.

- (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: Director Gonsalvez stated Ms. Ellen Canty has been working with him on the communications committee. Director Gonsalvez discussed District signs and said the District has many sign stands, they just need the signs. Ms. Bocanegra said she is going to get bids regarding the signs and the Board can discuss them in the January meeting. Director Gonsalvez mentioned wanting the Board to meet regularly with the City. Director Gerlofs moved to have the President and Vice President contact Councilman Ryan Alter to establish quarterly meetings. Director Canty seconded the motion, and the motion passed 4-0.

- (a) **website content:** The matter was not addressed.
- (b) **newsletter:** The matter was not addressed.

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.

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 299th 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 – Discuss and consider action regarding appointing Board members to Committees.
The Board discussed who the committee members will be. Director Whelan stated that the Finance Committee is Directors Gerlofs and Whelan, the Pool Committee is Directors Canty and Gerlofs, and the Communications Committee is Directors Canty and Gonsalvez, and the Parks Committee is Directors Gonsalvez and Whelan.

Item 14 – Discuss and consider review of investment policy and investment strategies and adopt 8th Amended Code of Ethics and Investment Policy Resolution. Director Whelan moved to adopt the eighth amended Code of Ethics and Investment Policy. Director Gerlofs seconded the motion, and the motion passed 4-0.

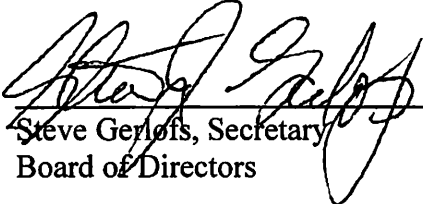
Item 15 - Approve and accept outstanding statement and oath of office for director elected at November election. The matter was not addressed.

Item 16 - Discuss and consider renewal of bond for Travis County Assessor-Collector Bruce Elfant. The Board discussed bond terms ranging from one year up to three years and noted they would save twenty percent on years two and three if they went with a three-year term. Director Whelan moved to go with a three-year term. Director Gonsalvez seconded the motion, and the motion passed 4-0.

Item 17 – Discuss and consider time, date, and agenda items for the next Board meeting. The next Board meeting will be held on January 22, 2025 at 6:00 p.m. at the Westoak Woods Baptist Church.

The meeting adjourned at 6:30 p.m.

(Seal)



Steve Gerlofs, Secretary
Board of Directors

Date: January 22, 2025

