

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

**December 17, 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 December 17, 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.; Erin McKinley with SafeGuard Aquatics; and Charlie Mowen with TexaScapes.

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;**  
None.

**Item 2 - Public Comment on Agenda Items;** None.

**CONSENT ITEMS**

**Item 3 - Consider approval of the November 19 regular meeting minutes.** The Board reviewed the minutes. Director Whelan moved to approve the November 19 meetings as presented. Director Gerlofs seconded the motion. The motion passed 5-0.

**Item 4 - Receive report from the Finance Committee and Treasurer and consider taking related action;**

- (a) **monthly financial report, payment of monthly bills and invoices and transfers of District funds; and**

Director Gonsalvez presented the Treasurer's report and explained to the Board that four CDs are maturing in January and one is maturing in February. Director Gonsalvez explained that the Board is planning on reinvesting the CDs. He informed the Board that most of the bills from this month are coming from the construction project and 1.5 million is coming from Travis County Central Appraisal District for the cost of construction. Director Gonsalvez explained that the District has enough money in the current savings account. The total for all bills this month is \$306,308.99. Director Gonsalvez moved to transfer \$306,308.99 from the checking and savings account to the current account to pay monthly bills. Director Gerlofs 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: 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;**

Director Canty asked if Pool Sharks is going to remove the rest of the pool equipment. Erin Mckinley, with SafeGuard Aquatics, explained to the Board that Pool Sharks should have already removed the pool equipment. Mrs. McKinley explained that Pool Sharks has requested SafeGuard Aquatics to drain the pool but has not provided them with further instruction. Ms. McKinley told the Board she will reach out to Pool Sharks about removing the remaining pool equipment. Director Whelan asked the Pool Committee to donate anything left in the pool house to charity and discard what cannot be used. Director Dallman explained to the Board that she will be creating a space for people who want to use the pool and need to borrow pool gear.

- (a) **Discuss and consider proposals for pool maintenance and operations and lifeguards;** The Board is still deciding on pool maintenance and operations and lifeguards. This item was tabled.

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

- (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 the November 2025 landscape maintenance report. Mr. Mowen informed the Board that TexaScapes had two service visits. He explained that the area is still dry and they are trying to avoid over-mowing. Mr. Mowen continued that there is one outstanding proposal. The outstanding proposal is for brush and understory removal at Idyllwild Park and that proposal should be completed by the end of the month. On December 9<sup>th</sup>, Mr. Mowen received a photo from his irrigator of a hole that appeared in Tanglewood and broke near irrigation lines. He is not sure who is creating the holes. Mr. Mowen stated that TexaScapes will charge \$500 to repair the hole. Director Dallman moved

to approve \$500 for TexaScapes to repair the hole. Director Whelan seconded the motion. The motion passed 5-0.

**Item 7 - Receive report from Capital Improvement Committee and consider taking related action, including:**

- (a) **contracts related to current or future Capital Improvements;** Director Whelan informed the Board that they are waiting for City of Austin permits. He will send a letter to the City of Austin regarding this matter. No action taken.

**Item 8 - Receive report from District's General Manager and consider taking related action, including:**

- (a) **management services and related issues, contract issues, and communications with Board members and consultants;** Vangie Bocanegra, General Manager, explained to the Board that she filed a police report with a limit of \$4,000 to recover if someone finds the person responsible for digging the hole at Tanglewood Park. Ms. Bocanegra asked if anyone had any information regarding the hole to please let the District or police department know. She has called AT&T multiple times and asked if they would fix the hole. AT&T will not repair the hole and will not be taking responsibility for creating the hole.

The 10x20 storage unit has \$94 rental fee and \$29 administration fee bringing the total to \$123. Director Gerlofs stated that he asked about the insurance over the storage unit. He was informed that the insurance first month is free for \$15. Director Gerlofs explained to the Board that the District insurance may not extend to the storage unit; however, if the Board would like to add insurance through the storage unit company that can be done for \$15.

Ms. Bocanegra contacted Creedmore Construction and they requested that the District extend their services for another month. Creedmore Construction had checked all nine parks thoroughly and there is some lighting at all of the parks. However, half of Tanglewood Park is still without lighting. Onit wanted to charge an additional \$1,000 to further investigate the lighting issue shortly after the District paid Onit to fix the lighting a few months prior. Ms. Bocanegra presented a bid from JP Tree Service for \$5,250.00. She is still waiting for the Davey Tree Expert Company proposal.

Ms. Bocanegra presented a bid for the Guard Texas for 20 hours to monitor all 9 parks. Guard Texas rates are \$1,115 weekly, \$4,831 monthly, and \$57,982.86. Director Dallman asked if the officers will be armed. Ms. Bocanegra explained that the officer can be armed and Security company can offer a marked vehicle for an additional \$90 per hour. Guard Texas marked vehicles come with GPS installed and they can provide a report of each time they are patrolling the area. A resident asked if the Guards could make an arrest. Ms. Bocanegra stated that Guard Texas can make an arrest.

Director Whelan asked the Board to table deciding on park security until the January Meeting.

Ms. Bocanegra explained that she is working to get more bids and will present them at the next meeting. She asked the Board if they would like to remove the

porta-potty from Greenbrier Park. Director Gerlofs moved to remove one of the porta-potty from Greenbrier Park until May. Director Whelan seconded the motion. The motion passed 5-0.

Jessica, with Stratuss, asked Ms. Bocanegra if the District would like to donate the shade cover from the old pool to the organization she works for. The Board is still deciding if they could repurpose the old shade covers. Ms. Bocanegra stated that she will let Jessica know.

- (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;**
- (c) **large event requests;** The lights for the Christmas Party have been returned to Amazon. The bill for the original six lights was \$259.83. Once RowCal has been credited for the lights, the District will not be invoiced for it. Director Gerlofs found a better price for the storage and has set up the storage unit.
- (d) **park and restroom cleaning and related services from cleaning contractor;** This matter was not addressed.
- (e) **pond cleaning and related services from Aquatic Features; and** This matter was not addressed.
- (f) **enforcement of deed restrictions within the District;** This matter was not addressed.

**Item 9 - Receive report from the Communications Committee and consider taking related action including:**

- (a) **website content and management; and** This matter was not addressed.
- (b) **newsletter;** Director Gonsalvez said the newsletter has gone out. He asked if there is any more information about the address list they are using on the newsletter. Director Gonsalvez stated there were addresses that he added to the updated list. Director Dallman also wanted to request that District should get bigger Christmas signs. Director Gonsalvez thanks Ellen for her assistance on the newsletter.

**Item 10 - Receive report from Community Involvement Committee and consider taking related action, including:**

- (a) **Community events;** Director Gerlofs stated that the Christmas Party went well and thanked the Board for their help. Director Whelan mentioned that he and Director Canty thought the District should have a food drive at the next Christmas event. Director Whelan asked the Board to keep that in mind for next year and thanked the Board for their hard work.
- (b) **District bulletin boards; and** This matter was not addressed.
- (c) **Travis County Sheriff's Office and City of Austin Code Enforcement;** This matter was not addressed.

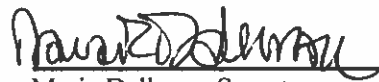
**Item 11 - Receive General Counsel report and consider taking related action, including: No report.**

- (a) pending contract issues, open records requests, and election matters;**
- (b) other litigation matters;**
- (c) legal investigations and other legal issues, if any.**

**Item 12 - Discuss and consider action regarding District Park security proposals. This item was tabled for January meeting.**

**Item 13 - Discuss and consider action regarding time, date, and agenda items for the next Board meeting.**

Director Whelan explained that the Board will now be meeting on the fourth Wednesday of each month starting January 2026. The next meeting will be January 28<sup>th</sup> at 6 p.m. Director Whelan thanked the Board and wished everyone a merry and safe Christmas.



Maria Dallman, Secretary  
Board of Directors