

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

May 21, 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 6:01 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.**

*Marina Dallman*  
~~Marie Saecker~~, a District resident, made comments regarding residents wanting to keep the deep end of the pool and the diving board. Ms. ~~Saecker~~ also said that the tree trimmers left the trees cut even. Ms. ~~Saecker~~ also noted there is no shade on the left side of the pool and she requested new chairs for the pool. *Dallman* *Dallman*

Tim Cunningham, a District resident, asked the Board when they would take action regarding Cynthia Luna's non-attendance. Mr. Cunningham is concerned on the impact Ms. Luna's absence will have on the Board. Mr. Cunningham also mentioned the pool discussions have been ongoing for months and it is one of the amenities that people enjoy. Mr. Cunningham said some residents support the pool and others are concerned it costs too much and suggested the board provide information regarding the uses and tax money for the pool.

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

**Item 3 – Receive presentation by Councilman Ryan Alter regarding current city and neighborhood issues.** Councilman Alter made comments about meeting with the Board members about the parks and pool. Mr. Alter noted there would be a City Council meeting tomorrow and the City will consider increasing the homestead exemption and he anticipates it will pass.

## **CONSET ITEMS**

### **Item 4 – Consider approval of the April 16, 2025 regular meeting minutes;**

Director Whelan mentioned two corrections on item 7 of the minutes. Director Gonsalvez moved to approve the April 16<sup>th</sup> regular meeting minutes with the revisions discussed. Director Canty seconded the motion, and the motion passed 4-0 with revisions.

## **REPORTS AND COMMITTEE MATTERS**

### **Item 5 – 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 \$81,000 to pay the bills. Director Gonsalvez moved to approve the bills, invoices, check register, and a transfer of \$81,000 from the savings to the checking account to pay the bills and invoices. Director Whelan 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.

### **Item 6 –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**

Brody McKinley, with Safeguard Aquatics, presented the pool report and noted there were 110 check-ins for the month with no incidents. Mr. McKinley told the Board routine maintenance had been completed and they will be open on Memorial Day and staffed for the elementary school party on May 29<sup>th</sup>.

- (a) amending operations contract;** No action taken.
- (b) selecting a preferred contractor to refurbish the Tanglewood Swimming Pool.** John Carlton explained the process for soliciting proposals for the pool renovation using the design build process. Director Whelan moved to approve the publication of the request for qualifications in the Austin American Statesman twice before the next Board meeting. Director Gerlofs seconded the motion, and the motion passed 4-0.

### **Item 7– 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 TexaScape, spoke about the projects they have completed and that they are working with the Parks Committee for Kempler Park trail ADA table. Mr. Mowen also is working on preparing an analysis of the costs to develop Idyllwild Park and maintaining it and needs more guidance from the Parks Committee. Mr. Mowen said TexaScape only trims up to 8 feet and the Board needs a company to take care of larger trees than 8 feet. Director Gonsalvez thanked Mr. Mowen for clearing up the brush in the community.

- (b) **constructing two new pedestrian trails in Lindshire Park.** The matter was not addressed.
- (c) **the process of selecting a contractor to refurbish the Tanglewood Tennis Courts.** Mr. Carlton explained the process of soliciting proposals for the pool renovation using the design build process. Director Gonsalvez moved to approve the publication of the request for qualifications in the Austin American Statesman twice before the next Board meeting. Director Gerlofs seconded the motion, and the motion passed 4-0.

**Item 8 – Receive report from the District’s General Manager and consider taking related action including matters related to the following:**

- (a) **management services and related issues, contract issues, and communications with Board members and consultants;**
- (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, said she is working with Onit to get all the lights functional and noted the Board members have a map of the lighting. Ms. Bocanegra mentioned the upcoming community event on September 1<sup>st</sup>. Ms. Bocanegra said the Tanglewood Park drainage line for the parking lot needs to be repaired and replaced. Director Gonsalvez asked if Onit can fix the problem and Director Canty said the Board should address the pipe before the pickleball court is constructed. Director Whelan moved to repair the pipelines at \$95 per hour plus materials. Director Canty seconded the motion, and the motion passed 4-0.
- (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 9 - 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 and said he met with a resident about the website design and will continue to work with her regarding the website. Director Gonsalvez said the District has a Facebook page but he does not have access to it and will create a new Facebook page that will redirect people to the District website. Director Canty asked that the Facebook page have information to inform the neighborhood of upcoming projects.

**Item 10 - 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;** The matter was not addressed.

- (d) **25 acres on the south end of the District that are not currently shown on District map;** Mr. Carlton confirmed the property location and said the District has no control over the development process if any development occurs.

#### **OTHER MATTERS**

**Item 11 - Discuss and consider approval of District's financial audit and filing audit with the county.** No action.

**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.** Mr. Carlton discussed the need for an annual review of the policies.

**Item 13 - 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**

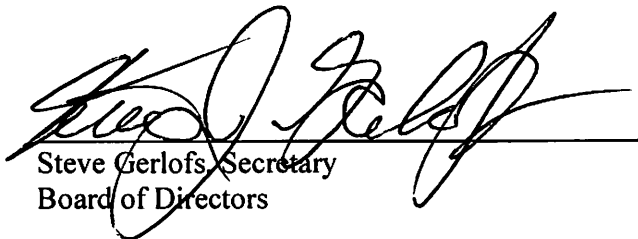
Mr. Cunningham said he has a keen interest in this area and would like to have this be as transparent as possible. Mr. Carlton explained the need for these processes. Director Whelan mentioned he always has room on the Finance Committee.

**Item 14 - Discuss and consider action regarding time, date, and agenda items for the next Board meeting.** Director Whelan stated that the next Board meeting will be held on June 18<sup>th</sup>, 2025 at 6:00 p.m. at the church location. The Board discussed adding an item to the next agenda regarding the renewal of the agreement with Westoak Woods Baptist Church.

**Item 15 – Adjourn.** Director Whelan moved to adjourn the meeting. Director Gerlofs seconded the motion, the motion passed 4-0.

The meeting adjourned at 6:50 p.m.

(Seal)

  
Steve Gerlofs, Secretary  
Board of Directors

Date: June 18, 2025