

Amapas Neighborhood Association

Meeting Minutes



Location: ANA Office & Zoom

Date: Wednesday, September 17, 2025

Time: 10:00 a.m. local time

Attendees: Gary Green (remote), President; Steve Clarke, Treasurer (remote); Will Murdoch, Secretary (remote); David Salter (remote); Dawn Stephens (remote); Jaime Tril (remote), Viviana Teston

Absentees: Gary Green (work travel), Robert Howell (unknown)

- 1. Call to Order:** Meeting was called to order at 10:01 a.m.
- 2. Action Item Reviews:** Action items were reviewed and updated. Open and Past Due action items will be discussed at the next meeting.

Item	Owner	Deadline	Action	Recipient	Status
5	Viviana	4/15/2025	Finalize AGM meeting minutes, prepare for notary.	BOD	5 months past due
			<i>Viviana expects documents in two weeks (by October 1, 2025)</i>		
48	Viviana		Have corrected plaque for B Elliot made and installed in the ANA Memorial Wall.	BOD	Closed
			<i>The plaque was installed August 4, 2025.</i>		

- 3. Secretary's Report:** Minutes from August 11, 2025 meeting were approved.
- 4. Treasurer's Report:** The detailed financial report through August was approved. A general summary is below.

ANA Income/ Expenses as of August 31, 2025

	Annual Budget	Year To Date Actual	% +/- Budget
Income			
Opening Balance		\$ 107,933	
Membership Fees	\$ 662,500	\$ 471,985	71
Project Donations	\$ 1,065,000	\$ 197,386	19
Total Income	\$ 1,727,500	\$ 777,304	45
Expenses			
Administration	\$ 596,098	\$ 353,713	59
Project Expenses	\$ 1,065,000	\$ 45,954	4
Total Expenses	\$ 1,661,098	\$ 399,667	24
Income Less Expenses		\$ 378,637	

Currently ANA has about \$400,000 in the bank, and spending about \$50,000 each month. Funding raising for Road to Safety needs to start immediately to have funds for supplies, etc.

A SAT tax expert/MBA has been contracted to assist with the 2022/2023 tax bill issues. She provided guidance to approach SAT and ANA's proper use of Non-Profit accounting. The Board will wait for SAT's response to our inquiry before taking any other steps.

Villas Loma Linda is ANA's landlord. ANA is past due paying rent due to a new requirement that we must reference the landlord's tax ID, which VLL doesn't have. Steve and Viviana will continue to look for guidance so we can pay our rent.

Item	Owner	Deadline	Action	Recipient	Status
49	Viviana, Steve	8/15/2025	Find a lawyer with experience in finance and familiar with SAT	BOD	Closed
50	Viviana, Steve	8/31/2025	Schedule a meeting with SAT to discuss the letter for late tax remittance	BOD	Ongoing
<i>Once ANA receives a response to our inquiry, we can determine if a meeting is necessary.</i>					

5. Road to Safety

6. First Priority: Topes & Crosswalks

The Board met with Obras Publicas on September 4, and followed up briefly with Transito in their office afterwards. Obras Publicas confirmed the materials previously recommended are still appropriate. More speed bumps will need to be purchased so the work can complete quickly. Viviana will continue to follow up to confirm work dates and other coordination.

Viviana met again with Obras Publicas, who now need a letter from Transito confirming they will handle any highware repairs during the work. But Transito doesn't know what that letter would state. Viviana will continue to follow up to get the work scheduled.

We understand that Transito will paint the crosswalk stripes first, then Obras Publicas will install the speed bumps afterwards.

The Board instructed Viviana to confirm if unused speed bump buttons could be returned. If so, she should buy the estimated quantity of buttons right away, so they are available when the City is ready, avoiding the risk of delays on our part. Our rough estimate is \$25,000 per cross walk for the buttons and adhesive.

With the work on the horizon, and members returning soon to Amapas, it is critical to get revised budgets and schedules in place so fundraising can start in the next month or two.

Second Priority: Access stairs

There has been no activity yet.

Third Priority: Pulpito/Mirador pathway

There has been no activity yet.

Fourth Priority: Emergency Evacuation Plan

From Viviana's meeting with Adrine Bobadilla, former civil protection officer, we understand that each building in Amapas will need their own Emergency Evacuation Plan. That plan should be shared with the City, who can provide feedback, especially for any items that are outdated and could be a code violation. Doing this provides guidance to buildings up front, and avoids the risk of fines for non-compliance.

Villas Loma Linda has a plan from approximately 10 years ago that may be helpful for the Board and Amapas residents to use as a starting point for drafting their plans. Once buildings have their plans, those can be assembled and presented to the City for help in creating a comprehensive plan and associated resources for the Colonia as a whole.

Hotels are legally required to have Emergency Evacuation Plans. The Board will approach our business members to ask if they would be willing to share their plans. Parts of those plans could also be helpful for Amapas buildings to consider for their plans.

The Board discussed designating an upcoming Meet and Greet to present this to members, and encourage them to work with their HOAs and administrators to start drafting or revising their plans.

Item	Owner	Deadline	Action	Recipient	Status
22	Viviana	3/31/2025	Request necessary drawings from Luis so we can confirm the scope, timing, and cost to complete.	BOD	6 months past due
			<i>Viviana reported the drawings will done and ready to send in two weeks (October 1, 2025)</i>		
23	Steve & Viviana	4/15/2025	Update budget for Pulpito/Mirador pathway part of Road To Safety.	BOD	5 months past due
			<i>No progress on this has been made yet due to lack of drawings (action item #22). This needs to be completed right away so meetings can be schedules, and fundraising plans created.</i>		
28	Viviana	5/9/2025	Forward dates from the city for first Highway 200 tope installation	BOD	Ongoing
			<i>ANA met with the City on September 4, and both Obras Publicas and Transito ageed to continue with the project. Supplies need to be purchased, and work days scheduled by the City.</i>		
41	Viviana	6/30/25	Draft an agenda for a meeting with all involved city departments in ANA's Road To Safety, including explicit approval of materials ANA will purchase so that work can start as soon as possible.	BOD	Closed
			<i>The meeting was held September 4, 2025.</i>		
42	Viviana	7/11/25	Send a news update to ANA members explaining the cause for the delay of the Road To Safety, the pending meeting with the city, and necessity of a revised timeline.	ANA	Past Due
			<i>This has not been done yet.</i>		
29	Viviana	5/31/2025	Confirm the "speed reducing buttons" are the correct type, and order more for the following intersection installations.	BOD	Ongoing
			<i>See Action Item #28.</i>		
31	Viviana	5/7/2025	Viviana will meet with the City to determine which offices and universities should be consulted to start drafting the Emergency Evacuation plan.	BOD	Ongoing
			<i>Viviana met with the retired head of the Bomberos, who is willing to assist ANA now that he is not employed by the City.</i>		
43	Viviana	6/30/2025	Contact the University to organize plans for a student project to begin in September for the Emergency Evacuation plan.	BOD	Parked
			<i>It is not clear the University can be helpful. This will be parked until meetings with the retired chief of Bomberos can meet with the board to assist with coordination.</i>		

44	Viviana	6/30/2025	Contact Fire Department (via WhatsApp group or FB) to coordinate their involvement in the Emergency Evacuation plan.	BOD	Parked
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It is not clear the University can be helpful. This will be parked until meetings with the retired chief of Bomberos can meet with the board to assist with coordination.

7. Website Update

Item	Owner	Deadline	Action	Recipient	Status
33	Will	5/16/2025	Will to respond to Victor's questions, and provide photos.	Web Designer	Ongoing
<i>Will is waiting for Victor to schedule time to review final updates and provide documentation for ongoing maintenance.</i>					

8. Business Membership Update

Item	Owner	Deadline	Action	Recipient	Status
14	Viviana	3/31/2025	Draft a Business Member proxy when businesses which to send a representative to a meeting.	BOD	6 months past due
<i>Viviana will send to Board today (September 17, 2025) to be uploaded to the shared drive.</i>					
15	Will	3/31/2025	Follow up with La Capella contact for Business Membership	BOD	Ongoing
<i>Jaime has scheduled a meeting with Will and La Capella GM, Carlos Perez on Friday, October 3, 2025.</i>					
35	Will	5/31/2025	Discuss with Patty at Tryst Hotel to host November President's Reception.	BOD	Ongoing
<i>Tryst has provided new contacts for marketing the hotel GM. Will will contact to get business member form completed, and time with Jaime to discuss upcoming events</i>					

9. Second Saturday Clean Up

Item	Owner	Deadline	Action	Recipient	Status
51	Viviana & BOD	9/1/2025	Draft "news brief" for social media and ANA website about need for city cleaning, heavy equipment to support, etc. for September 13 "Second Saturday"	Rio	Closed
<i>Viviana noted that she was informed the City will now accept requests to schedule pick ups of large/discarded items. ANA will share this update with members.</i>					

The next regular Second Saturday will be held October 11. A location needs to be selected soon so members can be informed.

10. Social Committee Update

President's Reception

Item	Owner	Deadline	Action	Recipient	Status
36	All	5/31/25	Send suggested President's Reception invitee names to Viviana.	Viviana	4 months past due
<i>Not all board members have sent suggestions, and are encouraged to do so soon.</i>					

Due to lack of progress on Road To Safety, the Reception will be rescheduled for early 2026, possibly January. This will be discussed at the next Board meeting again.

Holly Jolly/Posada

The event is scheduled For Wednesday, December 17 at Marcelo Resort. An official name for the event needs to be chosen. Jaime has a detailed Day Of schedule ready to keep things organized. Jaime and his husband will be donating the use of various holiday decorations for the event. They will also be donating dessert for event attendees.

Jaime will schedule a walk through of the event space in September to make sure Marcelo and ANA remain coordinated.

Rock The River

Date and place have not been confirmed, although most likely at La Huerta again in February. Jaime and Will try to visit the location and speak with management before Jaime returns to California in October

Recruiting and organizing volunteers is critical. The event is rapidly approaching, and the Committee needs to ensure activity starts right away for soliciting raffle donations, and start early Day Of event planning.

Committee Meeting: The next meeting is scheduled for October 8, 1:30 local time.

10. Administration & Membership (Individual, FBM)

Item	Owner	Deadline	Action	Recipient	Status
40	Viviana	5/31/2025	Follow up with Rolf and Larry at Selvamar about past due ANA dues.	Steve	4 months past due
<i>Selvamar has still not paid their dues. Viviana will follow up today (September 17, 2025)</i>					
52	Viviana	8/15/25	Remove Darrell Nelson from ANA's WhatsApp groups, and let him know, since he is not longer a member of ANA.	BOD	Closed

Membership fees for the coming year will be discussed at the October Board meeting.

The Board discussed the need to start the monthly newsletter that has been envisioned for several years. It should include project updates, business member highlights, social committee news and any key local/city activities. Viviana was asked to get a first draft done and share with the Board.

11. Highway light repair

Item	Owner	Deadline	Action	Recipient	Status
53	Viviana	8/15/2025	Contact the City for an update on the previously reported light outages, and details on their new program	BOD	Closed
<i>Viviana has given an update on the highway lights that have been reported as out.</i>					
54	BOD	8/31/2025	Let Viviana know of areas where lights are out, with tag number if known, so they can be reported to the City	Viviana	Closed

12. New Property Developments

There is no news of any new development activity in Amapas.

13. Amapas Trash Issues

The City organized a short-noticed meeting on trash with Juan Pablo Martinez. Viviana was invited and attended with Jaime. The City will start installing improved trash enclosures around the city. One of the initial location will be Calle de Igualdad, near the Michichavas location, near the lower entrance to Casa Cupola.

Item	Owner	Deadline	Action	Recipient	Status
55	Viviana	8/15/2025	Send the recent WhatsApp numbers shared by the City with ANA members to report issues with trash collection	Members	Closed
56	Viviana	8/27/2025	Schedule a meeting after 8/27 with Ron Morgan with the Board to discuss trash collection concerns, and include Don Pickens if he is available.	BOD	Closed

5. Los Pinos/Carr 200 pavement crack

This crack was discussed in ANA's meeting with the City on September 4. They will inspect the site and schedule work to be done. ANA committed to buying supplies, if necessary, if the City provide the labor. Excess material may be put to use on some of the many growing potholes on Calle Hortensias.

Vivians was informed after the City's inspection that the best material will be asphalt. It is easier to use, and dries within 24 hours, minimizing disruption of the highway.

6. Amapas Ascent mural damage / repairs

Tamale has agreed to assist ANA in the repair/replacement of the now badly damaged colibri mural. Once the rainy season has ended, we can schedule time for the work.

The board agreed that some fundraising will likely be needed for this, and hopes to provide an honorarium to Tamale for his continued support of ANA and the project.

Item	Owner	Deadline	Action	Recipient	Status
57	Will	8/31/2025	Contact Tamale about the mural damage for his advice on how to secure the failing plaster, and coordinate possible repairs with Viviana.	BOD	Closed
58	Will, Viviana	8/31/2025	Reprint the damaged QR codes and project story on the recognition wall, then coordinate the reinstallation.	BOD	One month past due
<i>Will and Viviana need to coordinate time to walk the stairs and make the order with the print shop.</i>					

14. New Business

- There is continued concern and questions from ANA members about health care and affordable insurance. The Board will consider some sort of healthcare focus as an upcoming monthly Meet and Greet. Speakers could include health care liaisons, non-profit care givers, and insurance brokers.

17. Conclusion

There were no items identified to be added to the agenda for the meeting.

Next meeting scheduled for Wednesday, October 15, 10 a.m. local time, but the board has travel conflicts. A new date will be set.

The meeting was adjourned at 11:45 a.m.

The next meeting has been rescheduled for Wednesday, October 22.

Meeting Minutes Approval



Gary Green, President
October 22, 2025



Will Murdoch, Secretary
October 22, 2025