

Amapas Neighborhood Association

Meeting Minutes



Location: ANA Office & Zoom
Date: Wednesday, October 22, 2025
Time: 10:00 a.m. local time
Attendees: Gary Green, President; Steve Clarke, Treasurer; Will Murdoch, Secretary; David Salter (remote); Dawn Stephens (remote); Jaime Tril (remote), Viviana Teston
Absentees: Robert Howell (unknown)

- 1. Call to Order:** Meeting was called to order at 10:01 a.m.
- 2. New Member Welcome**
Eric Rude introduced himself, and expressed interest in volunteering for ANA, and possibly becoming a member of the Board next year.
- 3. 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	7 months past due

*Notaria office was flooded and could not work.
 Minutes will be ready by next week (October 29)*

- 4. Secretary's Report:** Minutes from September 17, 2025 meeting were approved.
- 5. Treasurer's Report:** The detailed financial report through September was approved. A general summary is below.

ANA Income / Expenses as of September 30, 2025

	Annual Budget	Year To Date Actual	% +/- Budget
Income			
Opening Balance		\$ 107,933	
Membership Dues	\$ 662,500	\$ 541,759	82%
Project Donations	\$ 1,065,000	\$ 197,298	19%
Total Income	\$ 1,727,500	\$ 739,057	43%
Expenses			
Administration	\$ 596,098	\$ 244,399	41%
Project Expenses	\$ 1,065,000	\$ 35,104	3%
Total Expenses	\$ 1,661,098	\$ 279,503	17%
Income less Expense:	\$ 66,402	\$ 459,554	
Ending Balance:		\$ 567,487	

We are still waiting for Jenson Covarrubias to hear back on the the appeal of the tax bills from 2022 and 2023.

The accountant requested some additional documents, which have been forwarded, but we haven't heard back if that is everything that was needed. Steve will keep the Board updated as thing progress.

Steve proposed membership rates for 2026, which are a modest increase from 2025, based on anticipated Mexican inflation between 3.5 – 5%:

Full Building Members \$2,400 (per household, if the entire building joins)
 Individual Members \$2,700

The new rates were unanimously approved.

The board discussed discounts for Buen Fin, offered to individuals who pay during the discount period. Similar to previous years, the Board agreed to a \$400 discount. Members paying in cash will receive an additional \$100 discount (\$500 total). The board agreed to these discounts, to be offered between November 13-30, to generally align with Mexican Buen Fin and USA's Black Friday sales.

The board agreed to again extend the previous year's rates to Full Building Members if their HOA/Administrator commit to continuing membership by the end of January. This gives most HOAs time to put ANA in their budgets for the owners to approve. For buildings with annual meetings after January, ANA will continue to offer last year's price with board approval.

Villas Loma Linda was able to provide ANA with the necessary tax IDs for rent payment. ANA is now current with all past due office rent.

Item	Owner	Deadline	Action	Recipient	Status
50	Viviana, Steve	8/31/2025	Schedule a meeting with SAT to discuss the letter for late tax remittance	BOD	Ongoing

Once ANA receives a response to our inquiry, we can determine if a meeting is necessary.

6. Road to Safety

The continued lack of action by the City is becoming very problematic for PR and fund raising, and puts the President's Reception at risk. The timing for the event needs to delay until January at the earliest, and if work is delayed further may need to be scrapped entirely for this year.

City offices claim the flooding and vacations made it impossible to work, so Viviana will continue to call and meet with them to get work started as soon as possible. It is critical that even small progress can be made and documented.

The board discussed options for improving engagement with the City, such as donating supplies to road repairs in other areas (outside of Amapas). Until the cost of materials is known, the Board agreed it will not make any commitments to repairs or improvements outside our Colonia.

First Priority: Topes & Crosswalks

There have been many meetings with the city, but work continues to stall. Viviana was told the painting can be done anytime, and she will request the work starts right away. The previously approved "speed reducing buttons" may no longer be acceptable, and Viviana will follow up for clarification.

Second Priority: Access stairs

Luis was able to produce some preliminary drawings. The board discussed that additional hand railings may be needed at the bottom of the stairs. A rough estimate of cost is needed immediately so that communication to ANA members can be sent, and fund raising started.

Third Priority: Pulpito/Mirador pathway

There has been no activity yet. This needs urgent attention so that Robert can work with his contacts on fund raising. Once the overall strategy is approved by the city, we will bring a presentation of this to an ANA Meet and Greet, to encourage members to ask their buildings to draft similar plans for incorporation to the overall Amapas plan.

Fourth Priority: Emergency Evacuation Plan

Fifth Priority: Los Pinos highway crack

Sixth Priority: Highway Lighting

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. <i>The first draft is done of the Santa Barbara stairs. Once costing is done, there may be adjustments to the design and probable materials.</i> <i>Drawings for the Pulpito/Mirador pathway remain to be completed.</i>	BOD	Ongoing
23	Steve & Viviana	4/15/2025	Update budget for Pulpito/Mirador pathway part of Road To Safety. <i>No progress on this has been made yet due to lack of drawings (action item #22). This needs to be completed by November 5 so meetings can be scheduled, and fundraising plans created.</i>	BOD	7 months past due
28	Viviana	5/9/2025	Forward dates from the city for first Highway 200 tope installation <i>Viviana needs to get confirmation from the City about the approval for the topes right away. Lack of communication to ANA Members is becoming problematic for PR and fund raising.</i>	BOD	Ongoing
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. <i>Vivian will draft this urgent communication after her next meeting with the City.</i>	ANA	4 Months Past Due
29	Viviana	5/31/2025	Confirm the "speed reducing buttons" are the correct type, and order more for the following intersection installations. <i>See Action Item #28.</i>	BOD	Ongoing
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. <i>Viviana will continue to meet regularly with the retired head of Bomberos, and provide updates to the Board.</i>	BOD	Ongoing
59	Viviana	10/31/25	Get cost for 2 – 3 cubic meters of asphalt to repair the Los Pinos highway crack, with remnants to repair the growing number of potholes on Calle Hortensias from the Mayamar construction traffic.	BOD	Open
60	Viviana	10/31/2025	Ask developers of Mayamar to donate the cement/asphalt needed to fill the growing number of potholes on Gardenias and Hortensias due to their construction traffic.	BOD	New

61	Viviana	10/31/25	Schedule a meeting with Adrian to get the general plan approved.	BOD	New
62	Viviana	10/31/25	Schedule a meeting with new City Manger, Juan Pablo Martinez to discuss trash enclosures.	BOD	New

7. Website Update

Item	Owner	Deadline	Action	Recipient	Status
33	Will	5/16/2025	Will to respond to Victors questions, and provide photos.	Web Designer	Closed

All updates have been made, and Will can draft directions to update the calendar, Business Member listings and News updates.

8. Business Membership Update

We need to start canvassing local buinssesses again, now that high season is returning. We need to meet business owners before the end of their so they can budget for ANA membership.

The design for shirt embroidery should still be at the shop for board members wanting a shirt with the ANA logo.

The current approach to membership tiers is unnecessarily complicated, and Will can present to the board options for revised pricing and membership benefits.

The board agreed to offer business members who sponor events a discount on membership in the following year.

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	8 moths past due

Viviana will forward to the Board tomorrow (October 23, 2024)

15	Will	3/31/2025	Follow up with La Capella contact for Business Membership	BOD	Ongoing
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Jaime and Will met with the management. They are interested in joining if they can pay their membership dues with a gift certificate. The board agreed, as long as the value exceeds the membership cost so we are certain to get at least that amount in a raffle for the certificate. Will is going to reply to the management with the board's approval

35 Will 5/31/825 Discuss with Patty at Tryst Hotel to host November President's Reception. BOD Ongoing

ANA's new contact, the general manager Jesus, is out of town for a family emergency, so a meeting will be set once he returns to town.

9. Second Saturday Clean Up

Item	Owner	Deadline	Action	Recipient	Status
63	Viviana	10/31/2025	Ask developers of Mayamar to donate the cement/asphalt needed to fill the growing number of potholes on Gardenias and Hortensias due to their construction traffic.	BOD	New

The next regular Second Saturday will be held November 8. The group will meet at the ANA office and work on the lower curve of Hortensias, up to Gardenias.

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	5 months past due

Not all board members have sent suggestions, and are encouraged to do so soon.

Navidad Tropical

The annual holiday social event will officially be called "Navidad Tropical", and is scheduled For Wednesday, December 17, 5-7 p.m. at Marcelo Resort. Entry price will be \$600.

As requested, there will be gluten free items offered. Tours of the resort will be offered after the ANA event, to be coordinated by the Social Committee and Marcela staff. The gift exchange will be limited to holiday ornaments only, with only one steal per item. Dawn is drafting the rules of the game, to ensure there is no confusion the day of the event. Gary will MC the gift exchange.

There is confusion if the sound system at Marcela is adequate or not. Jaime will resolve any concerns once he returns to town.

There is confusion about getting people signed up for tours of the property. Jaime will discuss with Ernesto and resolve any issues once he returns to town.

President's Reception

Due to the lack of progress with Road To Safety, the event needs to be postponed. Currently the committee is aiming for January 14, with back up date of January 12. They would like to approach Tryst to host the event, with Will asking the manager, Jesus to check their availability.

Rock The River

The committee confirmed the event will again be held at La Huerta, targeting either February 17 or February 24. Once Jaime returns to town, he will meet with the management again, and Will may join if his schedule permits. The social committee with start working on detailed plans in November, including soliciting businesses for raffle prize donations again.

Monthly Meet and Greets

These events will resume around January. The social committee will give the Baord an update in November.

11. 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>Steve will email Rolf and Larry to let them know that payment is needed by November 30. If not paid, Viviana will remove Selvamar residents from the ANA WhatsApp groups.</i>		
64	Viviana	11/15/25	Draft an example of a monthly newsletters, including project updates, business member highlights, social committee news and any key local/city activities.	Board	Open

12. New Property Developments

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

13. Amapas trash issues

A member contacted ANA complaining about the inconsistent trash collection, stating their trash has sat for ten days. We can pass along the City's WhatsApp numbers to report trash issues.

14. Amapas Ascent mural damage / repairs

Will was asked to discuss suggestions for repairs, materials, and cost with Tamale.

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
58	Will, Viviana	8/31/2025	Reprint the damaged QR codes and project story on the recognition wall, then coordinate the reinstallation.	BOD	Ongoing
			<i>Will and Viviana need to coordinate time to walk the stairs and make the order with the print shop once the weather improves and Tamale can give an estimate when he can make the repairs.</i>		
65	Will	11/15/25	Discuss options for repairs, materials, costs, and schedule with Tamale for the needed repairs.	BOD	New

15. New Business

- Eric requested a list of past and current FBM and individual members so the Board has an understanding of membership trends.
- David was asked to contact Mark Rome again about hosting the Annual General Meeting at The Palm again.
- Design for general business cards was reviewed for Board members to have for meetings around town. Viviana will have them printed.

Item	Owner	Deadline	Action	Recipient	Status
66	Viviana	11/15/25	Print new generic business cards for all board members.	BOD	New

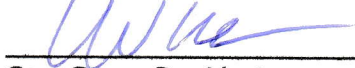
16. Conclusion

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

Next meeting scheduled for Wednesday, November 19, 10 a.m. local time

The meeting was adjourned at 11:16 a.m.

Meeting Minutes Approval



Gary Green, President
November 19, 2025



Will Murdoch, Secretary
November 19, 2025