

Amapas Neighborhood Association

Meeting Minutes



Location: ANA Office & Zoom

Date: Wednesday, November 19, 2025

Time: 10:00 a.m. local time

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

Absentees: Dawn Stephens (vacation); Robert Howell (unknown)

1. Call to Order: Meeting was called to order at 10:02 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	Closed

The minutes have been completed and have been sent to the public registry.

3. Secretary's Report: Minutes from October 22, 2025 meeting were approved.

4. Treasurer's Report: The detailed financial report through October was approved. A general summary is below.

ANA Income/ Expenses as of October 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	\$ 489,746	82%
Project Expenses	\$ 1,065,000	\$ 45,954	4%
Total Expenses	\$ 1,661,098	\$ 535,700	32%
Income Less Expenses		\$ 241,606	

Our money position is getting weaker, which typically happens at this time of year. It is critical to get money from membership renewals and donations for the Road to Safety project.

Membership renewals are well below what we expected. Only 15 people have signed up so far compared to about 40 at this time last year. This raises concerns about keeping members.

Jansen continues to work with the accountant on our 2022 and 2023 tax questions.

Our email service through Constant Contact is having delivery problems. Out of 830 emails sent, 100 bounced (a 12 percent failure rate). Many emails are going to spam folders. We need to find other ways to reach out to members. Only about 50 percent of emails are being opened. This issue should have been reviewed and fixed last year. Gary will send the board the full list of email problems and will work right away to fix the bad email addresses.

Steve and Gary will meet with accountant Jansen next week to finalize our response to the government. The board agreed to hire her as our accountant for next year after Gary and Will met with her.

The board confirmed that individual members who pay dues and whose building then joins as a Full Building Member will get a refund for their personal dues.

Selvamar has still not paid their membership fee, which should be paid quarterly. Steve will send one final email to the known owners.

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 <i>Once ANA receives a response to our inquiry, we can determine if a meeting is necessary.</i>	BOD	Ongoing
67	Viviana	11/30/25	Send a list of all Constant Contact email problems to the board and correct any incorrectly formatted email addresses.	BOD	

5. Road to Safety

The lack of action by the city is now critical and is causing members to think about leaving ANA. This could cause serious money problems and hurt our ability to work for the community.

First Priority: Topes & Crosswalks

We are still waiting for the city to tell ANA when the stripes will be painted on the highway.

The city approved the speed reducing bumps we want to install. However, they said the number of rows across the road will need to be smaller. Viviana will get confirmation of the work schedule so ANA can be there to give input on the installation.

Gary suggested to community leaders that we name one of the Amapas crosswalks after Paco Ojeda to honor his work in connecting the community. The board discussed offering naming rights to other crosswalks to help people know about ANA and help with fundraising.

Second Priority: Access stairs

Luis has finished the updated drawings for the Santa Barbara stairs. Viviana will share them with the board today. We still need a rough cost estimate right away. Without it, we cannot start fundraising, which will delay the project and hurt member involvement.

Third Priority: Pulpito/Mirador pathway

Robert joined a meeting with the city and Cristina Pavagadhi, administrator of Sayan Beach. She strongly supports this part of Road to Safety and will bring the RTS plan to their HOA for consideration. A meeting is set for December 1 with the McPherson family, who own rights to the rock outcropping. We will ask permission to install lighting on their building and get help with the walkway project.

We still need drawings for the improvements. This is urgent so Robert can work with his contacts on fundraising.

Fourth Priority: Emergency Evacuation Plan

ANA needs to start giving building evacuation plans to the city for review and feedback before we can develop a full plan. The board will ask members to share any plans their HOAs or buildings may have.

A meeting is planned for Thursday, November 20 at 12:45 p.m. with the city to discuss this work.

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>Revised drawings of the Santa Barbara stairs are done and Viviana will send them to the board today (November 19, 2025). Drawings for the Pulpito and Mirador pathway still need 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 has been made yet due to lack of drawings (action item 22). This is on a critical path. Necessary meetings cannot be scheduled and fundraising plans cannot be 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 approval for the topes right away. The lack of communication to ANA members is becoming a problem as members are thinking about leaving ANA.</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>This will be closed since the needed communication should come from the board as soon as there are real updates to share.</i>	ANA	Complete
29	Viviana	5/31/2025	Confirm the "speed reducing buttons" are the correct type, and order more for the following intersection installations. <i>The city has agreed (again) to use the speed reducing bumps bought by ANA, but the number of rows across the road will need to be reduced.</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>The Board will message ANA members for examples of their current plans, for review with the City.</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. <i>Viviana did not get the requested pricing for the materials. This is urgent.</i>	BOD	Past Due

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	Past Due
61	Viviana	10/31/25	<i>Viviana didn't contact Mayamar to discuss this. However, the Board was told the city may cover this cost. An update is urgent.</i> Schedule a meeting with Adrian to get the general plan approved.	BOD	Past Due
62	Viviana	10/31/25	<i>We are still waiting for a response from the City with possible meeting dates.</i> Schedule a meeting with new City Manager, Juan Pablo Martinez to discuss trash enclosures.	BOD	Closed
68	Viviana, Gary	11/30/25	<i>This meeting was not scheduled, but in the meantime our point of contact has now changed Jorge Durán and Luis Tello.</i> <i>This Action Item will be closed, to be incorporated in other meetings with the City.</i> Viviana and Gary will write a message about Highway Light repairs to send to members.	BOD	New

6. Business Membership Update

Eric and Jaime will visit the embroidery shop to get shirts made with the ANA logo to help with business membership recruitment.

Now that high season has returned, local businesses may be more willing to talk about membership with ANA because they will have money to cover the membership costs.

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 months past due
15	Will	3/31/2025	<i>Viviana did not send last month, but the document is now ready and she will send this week (by November 21, 2025).</i> Follow up with La Capella contact for Business Membership	BOD	Ongoing

Jaime has returned to Vallarta and reached out to Carlos, the manager, to follow up in the coming weeks. The board agreed to accept a gift certificate instead of cash for their dues. ANA will raffle the certificate at an upcoming event to raise the cash. The certificate value will need to be more than the dues so ANA gets the full amount.

35	Will	5/31/825	Discuss with Patty at Tryst Hotel to host November President's Reception.	BOD	Closed
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Will met with Jesus, Manager at Tryst. Questions about the business information form are resolved, and they will be added to the ANA website of business members.

7. Second Saturday Clean Up

The next regular Second Saturday will be held December 13. The group will meet at the OXXO at Pulpito, and work south cleaning the Tom Swale Memorial Sidewalk along Highway 200.

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	Past Due

*See Action Item #60.
Viviana did not contact Mayamar to discuss this. However, the board was told the city may cover this cost. An update is urgent from the city and possibly from Mayamar.*

8. 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	6 months past due

Board members are encouraged to continue sending suggestions for invitations.

Navidad Tropical

The Social Committee confirmed the most people who can attend (including ANA board and Administrator) is 70 people. Only 6 people have signed up so far, but the event is still several weeks away. Jaime is finishing the rules for the ornament exchange to make sure it goes well.

This event needs to be added to ANA's Facebook and ANA's website.

President's Reception

Because Road to Safety is still not moving forward, it may not be possible to hold the event in January. This would defeat the purpose of showing what the group has accomplished and encouraging non-member HOAs and residents to join.

Will met with Jesus, manager at Tryst, who said Tryst is interested in hosting an ANA event. However, January will be their busiest month and they cannot take on more events. If there is a President's Reception in January, it will need to be held somewhere else. La Capella was suggested, but it is quite far from Amapas, which is not ideal for this event.

Rock The River

The committee confirmed the event will be held at La Huerta on February 17, 2026. Jaime will meet with restaurant management in the coming weeks to talk about details and get confirmation in writing. Will agreed to be part of that meeting.

The committee will need to make a plan for getting volunteers, especially to ask businesses to donate prizes for the raffle. This was a big job last year and did not go well because only a few volunteers were available to help.

Monthly Meet and Greets

These events will start again around January. The social committee was supposed to give the board an update in November, but the last meeting was cancelled because there were not enough people present. They will give more details in the December meeting.

9. Administration & Membership (Individual, FBM)

Viviana gave out the new general ANA business cards to people in person. They will be in the office for others to pick up when they return to Vallarta. The name tags for Jaime and Eric were not made correctly, and Viviana will get them as soon as they are ready.

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	5 months past due
			<i>Payment still hasn't been received. Steve will follow up with a final email before removing them from the list of members.</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	Past Due
			<i>Viviana did not have a draft prepared for the Board to review.</i>		

10. New Property Developments

The owners of a medical spa called "Visto Bueno" asked ANA to sign their approval for a rezoning in Amapas. Currently Silvia's signature is required for ANA. Viviana will get Silvia's signature to meet the 20-day deadline to get it back to the city. The facility is not expected to add much traffic to the area. Renovations for the facility should not harm any building or home's views. The board agreed and told Viviana and Steve to ask them to formally join ANA and think about making a significant donation to support the work in Visto Bueno's new neighborhood.

11. Amapas trash issues

Viviana continues to contact the city about missed trash pickups and possible future meetings to talk about trash problems throughout Amapas.

12. Amapas Ascent mural damage / repairs

Will met with Tamale again. They will walk the stairs to formulate a plan, and explore different installation options, and more durable materials for the QR codes and recognition pillar signs.

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 will order new materials after the damage is inspected by Tamale.</i>		

65 Will 11/15/25 Discuss options for repairs, materials, costs, and schedule with Tamale for the needed repairs. BOD New

Will met with Tamale, and will set time to inspect the stairs in the coming weeks after Tamale's schedule opens up.

13. New Business

- The board unanimously approved Eric Rude as a temporary member at large of the board. He will be formally voted onto the board at the next AGM.
- The board agreed to schedule the 2026 Annual General Meeting for March 2, 2026. David was asked to contact Mark Rome again about hosting the Annual General Meeting at The Palm.

Item	Owner	Deadline	Action	Recipient	Status
66	Viviana	11/15/25	Print new generic business cards for all board members.	BOD	Closed
69	David	12/17/25	<i>Business cards were printed and distributed to the Board.</i> David will ask if The Palm is again willing to host ANA's Annual General Meeting in March	BOD	New

14. Conclusion

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

Next meeting scheduled for Wednesday, December 17, 10 a.m. local time

The meeting was adjourned at 11:09 a.m.

Meeting Minutes Approval


Gary Green, President
December 17, 2025


Will Murdoch, Secretary
December 17, 2025