

# Amapas Neighborhood Association

## Meeting Minutes



**Location:** ANA Office

**Date:** Wednesday, December 17, 2025

**Time:** 10:00 a.m. local time

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

**Absentees:** Robert Howell (unknown)

1. **Call to Order:** Meeting was called to order at 10:03 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.
3. **Secretary's Report:** Minutes from November 19, 2025 meeting were approved.
4. **Treasurer's Report:** The detailed financial report through November was approved. A general summary is below.

ANA Income/ Expenses as of November 30, 2025

	Annual Budget	Year To Date Actual	% +/- Budget
<b>Income</b>			
Opening Balance		\$ 107,933	
Membership Fees	\$ 662,500	\$ 570,858	86%
Project Donations	\$ 1,065,000	\$ 197,386	19%
Total Income	\$ 1,727,500	\$ 884,990	51%
<b>Expenses</b>			
Administration	\$ 596,098	\$ 538,621	90%
Project Expenses	\$ 1,065,000	\$ 62,092	6%
Total Expenses	\$ 1,661,098	\$ 600,713	36%
Income Less Expenses		\$ 241,606	

ANA's tax liability was successfully reduced following our inquiry with SAT. The 2022 bill has been reduced from \$83,886 to \$46,611 and for 2023 from \$54,513 to 23,000. Including penalties, the total to be paid by December 31 is \$67,158. Jansen's fee for this work is \$5,000.

The Board unanimously agreed to move our accounting work from Ishmael to Jansen Covarubias at CUSA starting in 2026. Janson has a Masters in Finance, is supported by a larger firm with the necessary credentials/certifications, and has demonstrated her ability to handle the tax and financial issues for a non-profit like ANA. CUSA will charge the same fee in 2026 as ANA paid last year, with a guaranteed 5% annual increase after that.

Steve will inform Ishmael to close out 2025. Viviana will ensure the tax bill payment is made before she leaves for her holiday vacation, and send the receipts to Jansen.

The Buen Fin sale was a success, bringing in \$100K in dues from 47 members. This is about 30% increase over last year's similar sale.



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	Closed
			<i>The tax bill was reduced, and Viviana will pay the amount plus penalty before the end of the year.</i>		
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	Ongoing
			<i>The list was sent, and Board members are asked to review the list to help Viviana resolve the bounces and errors.</i>		

## 5. Meeting with Sayan Tropical

Gary and Steve met with homeowners at Sayan Tropical. Owners were generally happy with what ANA has been doing. They continue to be very interested in the repair of Calle Santa Barbara and installation of at least a pedestrian throughway, as well as improved beach access and stairs.

In this meeting, it was confirmed that improvements to the Pulpito rock pathway will be funded by local business owners, the McPhersons, who have a Federal concession for the rock. They have agreed to pay for a railing to improve safety, and installation of lighting. ANA will assist them as needed to coordinate with any City offices involved.

It was confirmed that the City intends to patch many of the largest potholes on Calle Santa Barbara, perhaps as soon as early January. The City intends to inspect Calle Santa Barbara again to evaluate report options. However, this is unlikely to happen until later in 2026. The board agreed to give modest "posadas" to the employees doing the repair to recognize our appreciation for their continued help in the neighborhood.

## 6. Road to Safety

### First Priority: Topes & Crosswalks

ANA purchased paint for the crosswalks (5 buckets of yellow and 1 bucket of white, much less than the 20 buckets they wanted, plus 20L of gasoline!), which the City promised to start painting by Friday, December 19.

### Second Priority: Access stairs

We need to update the cost estimate now that the drawings are done, so that fundraising targets can be set.

### Third Priority: Pulpito/Mirador pathway

We still need drawings for the improvements to the Pulpito/Mirador pathway so that ANA can coordinate with the McPhersons, who have agreed to fund the work.

### Fourth Priority: Emergency Evacuation Plan

We still need to start collecting individual buildings' evacuation plans, which can be presented to the City to start the compilation of a cohesive plan/set of plans.

### 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.	BOD	Ongoing
			<i>Drawings are complete. Cost estimates are now needed.</i>		



23	Steve & Viviana	4/15/2025	Update budget for Pulpito/Mirador pathway part of Road To Safety.  <i>Donor's have been identified to pay for this aspect of the project, but plans and budget are needed to initiate work.</i>	BOD	8 months past due
28	Viviana	5/9/2025	Forward dates from the city for first Highway 200 tope installation  <i>Viviana needs to continue daily contact with the City to get progress updates and confirmation of dates of work, so that ANA members can be updated. This is critical</i>	BOD	Ongoing
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	Closed
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	Closed
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>This is expected to be completed in early January.</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.  <i>Viviana still needs to contact Mayamar to discuss this.</i>	BOD	1 month past due
61	Viviana	10/31/25	Schedule a meeting with Adrian to get the general plan approved.  <i>A meeting will be organized once ANA receives draft emergency plans from a few member buildings.</i>	BOD	Closed
68	Viviana, Gary	11/30/25	Viviana and Gary will write a message about Highway Light repairs to send to members.	BOD	Open

## 7. Business Membership Update

Volunteers are needed to resume visiting businesses in Amapas (and those that support Amapas residents and guests) to solicit memberships.



Marcela will be sending a flyer and payment to be forwarded to ANA membership.

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	Closed
15	Will	3/31/2025	Follow up with La Capella contact for Business Membership	BOD	Ongoing
<i>Jaime and Will continue to try to engage the management to find time to finish discussions on the Business Members.</i>					

## 8. Second Saturday Clean Up

The next regular Second Saturday will be held January 10. The group will meet at the Kiosko at Constitucion and work south. Last month's cleaning was only partially successful due to lack of supplies for the volunteers.

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	Closed
<i>See Action Item #60.</i>					

## 9. Social Committee Update

Item	Owner	Deadline	Action	Recipient	Status
36	All	5/31/25	Send suggested President's Reception invitee names to Viviana.	Viviana	Closed
<i>When a President's Reception is scheduled, we will again solicit potential invites.</i>					

### Navidad Tropical

The event will take place tonight at Marcela Resort. Board members are asked to arrive by 4:15 to help with final preparation. Many thanks to Jaime and his husband Neil for their organization and tracking of details.

### President's Reception

Because Road to Safety is still not moving forward, it will not be possible to hold the event in January, and perhaps it will need to be postponed entirely until the fall 2026.

### Rock The River

Gary will send an email to past RTR donors and supporters to wish them Happy Holidays, thank them for their support, and let them know we will be in contact again regarding the 2026 event. Will can pull the email addresses from the Business Member database.

To streamline donations, the Board discussed divvying up the list of previous donors to volunteers, with a revised script. And raffle drawings will be pooled to create higher value prize collections, and limit the number of drawings to only one break during the event.

The data is still targeted for February 17, with 24<sup>th</sup> as a back up, at La Huerta. Dawn, Jamie, and Will will meet with the management to discuss in preson.



### Monthly Meet and Greets

Will will approach the owners of the Hideout (the "boozy pop" stand on the Amapas stairs) about hosting in January, with a tie-in to fund raising for repairs/maintenance of the murals. Apparently, there is an courtyard inside the adjoining hotel that can accommodate around 40 people. We are targeting Wednesday, January 14, 5:30-7:30 p.m.

Will will reach out to Tryst to see if their busy season will slow down and they can host in February.

Will and Jamie will forward the Out and About Tuesday mixer schedule to the board, and ask them if we might be able to co-promote some activities.

### **10. New Property Developments**

The letter in support of "Visto Bueno" was signed and returned, supporting the change from residential to commercial. We will ask them to become a Business Member.

The authority for this letter is the Junta of Amapas, which has outdated members. Viviana will start the process to revise the members, aligning them with ANA's board.

### **11. Administration & Membership (Individual, FBM)**

Item	Owner	Deadline	Action	Recipient	Status
40	Viviana	5/31/2025	Follow up with Rolf and Larry at Selvammar about past due ANA dues.	Steve	Closed
64	Viviana	11/15/25	<i>They paid!</i> Draft an example of a monthly newsletters, including project updates, business member highlights, social committee news and any key local/city activities.	Board	Closed
70	Viviana	1/21/26	Start the revision of Junta of Amapas members, aligning with ANA Board of Directors.	BOD	New

### **12. Amapas trash issues**

Problems with trash pick-up schedules, and condition of new trash enclosures continues. The Board will continue to pressure the City to improve service after the holiday breaks end.

### **13. Amapas Ascent mural damage / repairs**

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
65	Will	11/15/25	<i>Will and Viviana will order new materials after the damage is inspected by Tamale.</i> Discuss options for repairs, materials, costs, and schedule with Tamale for the needed repairs.  <i>Once the RTS crosswalks are started, we'll turn some attention to the Amapas Stairs. But we will wait to avoid conflicts in priorities for the Board and Viviana.</i>	BOD	Ongoing



#### 14. 2026 Annual General Meeting

Item	Owner	Deadline	Action	Recipient	Status
69	David	12/17/25	David will ask if The Palm is again willing to host ANA's Annual General Meeting March 3, 12:45 p.m.	BOD	Ongoing

*David hasn't received a response from Mark Rome at The Palm. He will reach out again.*

#### 15. New Business

##### Office Hours

- The Board discussed the open hours of the ANA office, to ensure adequate staffing. During "core hours", the office will be staffed, or may be referred to the VLL office for emergency issues if the ANA office can not be open.

##### Tom Swale Memorial repairs

- Tom Swae's brother, Steve, has offered to pay for the repairs to the plaque and wall that was damaged in a car accident. Viviana will get costs for a replacement plaque and repairs to the wall, and coordinate the work with Steve.

##### ANA C.A.R.E.S.

- o Community / Comunidad
- o Accountability / Accountabilidad
- o Responsibility / Responsabilidad
- o Engagement / Engagement
- o Security/ Seguridad
- The Board briefly discussed the possible initiative that could promote to help drive recurring donations, perhaps around \$25 USD each month to sustain small expenses and ad hoc projects.

Item	Owner	Deadline	Action	Recipient	Status
71	Viviana	1/21/26	Viviana to get costs for materials and labor to replace the damaged plaque and wall of the Tom Swale Memorial, and coordinate the work with Steve Swale, who has agreed to pay for the repairs.	BOD	New


#### 16. Conclusion

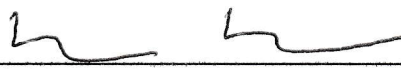
There were no items identified to be added to the agenda for the meeting.

Next meeting scheduled for Wednesday, January 21, 10 a.m. local time

The meeting was adjourned at 11:21 a.m.

Meeting Minutes Approval

  
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Gary Green, President  
January 21, 2025

  
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Will Murdoch, Secretary  
January 21, 2025