

Amapas Neighborhood Association

Meeting Minutes



Location: ANA Office
Date: Wednesday, January 21, 2025
Time: 10:00 a.m. local time
Attendees: Gary Green, President; Steve Clarke, Treasurer; Will Murdoch, Secretary; Dawn Stephens, Jaime Tril, Viviana Teston, Administrator
Absentees: David Salter (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.

3. Secretary's Report

Minutes from December 17, 2025 and January 2, 2025 meetings were approved.

4. Treasurer's Report

The detailed financial report through December was approved. A general summary is below.

ANA Income/ Expenses as of December 31, 2025

	Annual Budget	Year To Date Actual	% +/- Budget
Income			
Opening Balance		\$ 107,933	
Membership Fees	\$ 662,500	\$ 621,785	94%
Project Donations	\$ 1,065,000	\$ 206,842	19%
Total Income	\$ 1,727,500	\$ 936,560	54%
Expenses			
Administration	\$ 596,098	\$ 657,521	110%
Project Expenses	\$ 1,065,000	\$ 126,236	12%
Total Expenses	\$ 1,661,098	\$ 783,757	47%
Income Less Expenses		\$ 152,803	

ANA ended the year with about \$153,000 in the bank, carrying forward into 2026. Revenue from single membership campaign was highly successful bringing in \$141,000 total. Holiday party generated approximately \$18,265 pesos in revenue with expenses around \$14,000 resulting in modest profit.

December expenses included \$50,000 pesos in paint purchases that are still in inventory. January expenses included significant tax penalties totaling over \$60,000 due to previous accounting issues.

Santa Barbara project has \$42,000 remaining in allocated funds after \$38,000 in charges for drawings, facade work, and concrete.

Steve Swale has committed to covering the costs for the replacement of the plaque on the Tom Swale Memorial Sidewalk. The cost estimate should be ready this week. Donations will still be needed to cover the cost of paint and supplies for the refresh of the wall.

Our new accountant, Jansen Covarrubias from CUSA, has been hired who understands proper tax structure and labeling requirements to avoid future penalties.

The proposed budget for 2026 should be ready for the Board's review next week.

5. Road to Safety

First Priority: Topes & Crosswalks

In the last meeting, Luis Tello is now recommending regular topes instead of speed reducing bumps. The Board agreed to have the City move ahead right away with whatever version they feel is appropriate. This is an urgent safety issue for Amapas residents and visitors. The City's delays have been unreasonable and are unacceptable. Viviana will continue her daily follow ups with our contacts with the City.

Second Priority: Access stairs

Third Priority: Pulpito/Mirador pathway

Photos of the stairs, with the cost estimate for the Pulpito/Mirador work, needs to be sent to the McPhersons and Sayan building, who have agreed to cover the costs. The scope of the project is to install/improve concrete stairs, and install railings and solar lights.

Item	Owner	Deadline	Action	Recipient	Status
72	Viviana	2/18/26	Send photos and budget estimate for RTS Pulpito/Mirador railing, stairs and lights to the McPhersons and Sayan building.	McPhersons & Sayan BOD	New

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. The Board agreed to pull together whatever plans we have to use as examples, and create a "boilerplate" document to distribute to our members so they can start revising/drafting their plans.

Item	Owner	Deadline	Action	Recipient	Status
73	BOD		Create "boilerplate" Emergency Evacuation Plan from available plans to distribute to ANA members	BOD	New

We will present this plan to members at the March AGM, and will tie the launch/reminders of this to the City Safety Seminars when they are scheduled.

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	Closed
23	Steve & Viviana	4/15/2025	Update budget for Pulpito/Mirador pathway part of Road To Safety.	BOD	Closed
28	Viviana	5/9/2025	Forward dates from the city for first Highway 200 tope installation	BOD	Ongoing

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

29	Viviana	2/18/26	Confirm the "speed reducing buttons" are the correct type, and order more for the following intersection installations.	BOD	Re-Opened
59	Viviana	10/31/25	<i>The city has indicated traditional topes may be better. Viviana will get confirmation of the approach so work can be restarted.</i> 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	3 months past due
60	Viviana	10/31/2025	<i>ANA is still waiting for this cost estimate.</i> 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	1 month past due
68	Viviana, Gary	11/30/25	<i>Viviana still needs to contact Mayamar to discuss this.</i> Viviana and Gary will write a message about Highway Light repairs to send to members.	BOD	2 months past due
			<i>Now that the City staff are done with the holiday lights on the pier, we understand they will turn their focus back to the highway lighting problems.</i>		

6. Amapas trash issues

Problems with trash pick-up continues. Viviana was directed to schedule a meeting immediately with management from Casa Cupula, Michichavas, the taxi companies, and Red Ambiental, the trash collection company. This needs to be done February 10 or 11.

We will resend the contact information for trash collection issues to the ANA WhatsApp groups, reminding users that the Safety group posts are for urgent issues (not trash collection), and must be posted in Spanish.

Item	Owner	Deadline	Action	Recipient	Status
74	Viviana	2/22/26	Schedule meeting with management from Casa Cupula, Michichavas, the taxi companies, and Red Ambiental to discuss trash and road blockage issues on Calle Igualdad.	BOD	New
75	Viviana	2/28/26	Resend the contact information for trash collection issues to the ANA WhatsApp groups, reminding users that the Safety group posts are for urgent issues (not trash collection), and must be posted in Spanish.	BOD	New

7. Administration & Membership (Individual, FBM)

The office clean-up is looking good. The efforts need to continue, and the organization maintained. ANA cannot let this deteriorate to the previous state again.

All four units of Bugambilia Blanca are now members, and the building will be considered a Full Building Member. ANA offer refunds for the 2026 dues at the lower FBM rate, but owners declined. Next year they will pay the FMB rate.

Viviana was asked to add to our next agenda with the City to discuss the parking permissions for the side of the road on Highway 200 at Hortensias, near the Estrella Del Mar/Villas Loma Linda trash enclosure. Vehicles parking there are blocking visibility and making the intersection dangerous for pedestrians and vehicle.

The City has not yet scheduled the public forum on Rental Platform law changes. This needs to be done before members return home after the winter season. The seminar should include invitations to all known contacts of rental property management companies.

The documents to revise the Junta of Amapas have not yet been revised. This needs to be completed right away.

Trucks are again using engine brakes on Gardenias/Hortensias and the Highway as well. Viviana was directed to contact the City manager and developer of Mayamar to get their assistance.

Item	Owner	Deadline	Action	Recipient	Status
70	Viviana	1/21/26	Start the revision of Junta of Amapas members, aligning with ANA Board of Directors.	BOD	Open
67	Gail Arnold (prev. Viviana)	Ongoing (prev. 11/30/25)	<i>Work has not yet started on this. This is urgent and needs immediate attention.</i> Send a list of all Constant Contact email problems to the board and correct any incorrectly formatted email addresses. <i>Gail Arnold has agreed to help work through the list to correct issues causing the bounces. Owner is changed from Vivian to Gail, with no assigned due date.</i>	BOD	Ongoing
76	Viviana	1/28/26	Add to agenda for next ANA meeting with the city parking on Hwy 200 near EDM/VLL trash enclosure.	BOD	New
77	Viviana	1/28/26	Contact City manager and Mayamar developer about the use of engine brakes.	BOD	New

8. Social Committee Update

Navidad Tropical

The event generated \$20K in reservations, less \$13K in expenses. It was not a fund raiser, but did generate some profit for general project expenses.

ANA has still not paid the bill for to Marcela. ANA is waiting for facturas from Coyul and needs to reimburse Gary for his expenses. This was all to have been done in December and needs to be completed immediately.

President's Reception

The Board agreed that there will be no reception in 2026.

Rock The River

Dawn, Jaime, and Will met with management at La Huerta. We were told our attendees spent very little, making the event unattractive for them. This year, it will be a private event, and ANA would be responsible to contract and pay

the band. ANA will also need to ensure an EMT (minimally) or ambulance (preferred) were on site for any emergency.

Monaco will not be available to play on March 14th. We will need to reach out to other bands, and have requested their contact info from Lalo. Current likely bands are Silvia and the Zippers, The Lovers, or Beast. It is already known that the Geckos would not be available.

Will will contact some local venues for their suggestions for other bands to reach out to.

Ticket prices will increase to \$600 per person to cover the additional cost of the band, with per person prices for reserved tables reduced to \$400. The Board discussed the need to keep the table assignments simple, and avoid at all costs the creation of duplicate table lists and changing of seating assignments the day of the event. That created a lot of unnecessary confusion and upset attendees. Some ticketing platforms do this, which we may be able to leverage.

There will be no free drink or food included in the ticket price. This should encourage more spending at the venue by attendees.

The raffles will be combined into large collective prizes. This will also reduce the number of raffles and time taken away from the band. The 50/50 needs to be simplified, and efforts need to focus on ways to increase the participation buying tickets. The sales need to be streamlined, and attendees need to be incentivized to stay longer, spending more on food and drinks so we are welcome back next year, and giving more time to buy more 50/50 tickets.

It was suggested to include some sort of fund-raising for the bomberos and first responders. However, this would complicate the event and marketing, and reduce the fundraising for Rock The River, which the Board agreed is the objective of the event. There was not strong support for this distraction.

Monthly Meet and Greets

The February event is targeting to be at La Langosta Loca around February 18. Jaime will reach out to the owner.

9. 2026 Annual General Meeting

The Palm has agreed to host the AGM on March 3. Notification and proxies will be sent to members in mid-February. This will include our three current Business Member points of contact.

10. Second Saturday Clean Up

The next regular Second Saturday will be held February 14, and focus on painting the mosaic on the wall of the Tom Swale Memorial Sidewalk

The March clean-up will be moved forward one week, to avoid conflicting with Rock The River on March 14.

The next clean-ups will be April 11, May 9, and June 13. June will likely be the last clean up, since most our volunteers will have returned home. Any clean ups during the summer will focus on larger jobs where we pay for equipment and professionals for the work.

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	Open

11. 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. Viviana was reminded to follow up with Ernesto on his emails about this.

Item	Owner	Deadline	Action	Recipient	Status
15	Will	3/31/2025	Follow up with La Capella contact for Business Membership	BOD	Ongoing
78	Viviana	2/22/26	<i>Jaime and Will continue to try to engage the management to find time to finish discussions on the Business Members.</i> Follow up with Marcela Resort about their promotional mailing to ANA members.	BOD	New

12. Amapas Ascent mural damage / repairs

Work on the Amapas Stairs will resume once meaningful progress is made on Road To Safety, to keep the Board and Administrator focused on our primary priority for the year.

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.	BOD	Ongoing

13. New Business

ANA C.A.R.E.S.

- Community / Comunidad
- Accountability / Accountabilidad
- Responsibility / Responsabilidad
- Engagement / Engagement
- Security/ Seguridad
- The Board did not have time to discuss this new business.

14. Conclusion

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

Next meeting scheduled for Wednesday, February 18, 10 a.m. local time

The meeting was adjourned at 11:53 a.m.

Meeting Minutes Approval



Gary Green, President
February 18, 2025



Will Murdoch, Secretary
February 18, 2025