



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308
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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND SPECIAL EVENTS COMMITTEE MEETING AGENDA

**Tuesday, October 7, 2025 @ 7:00 P.M. Chaminade
College Preparatory – Condon Center 2nd Floor
23241 W. Cohasset Street, West Hills, CA 91304**

Enter Chaminade through the Cohasset Street entrance between Woodlake and Platt Avenues. Drive through the parking lot, bear left and continue over the hill until you see the Condon Family Technology Center on the left. Park in the nearest lot.

In conformity with the October 6, 2023 enactment of California Senate Bill 411 (Portantino) and La City Council Approval on November 1, 2023, the West Hills Neighborhood Council Special Events Committee meeting will be conducted virtually, telephonically and in person.

- To attend online via Zoom Webinar: Click or paste the following link into your browser:
<https://us02web.zoom.us/j/84321090352>
- To call in by phone, dial (669) 900-6833, then punch in this Webinar code when prompted: **8432 109 0352**, then press #.
- To attend in person, please attend Chaminade College Preparatory – Condon Center 2nd Floor, 23241 W. Cohasset Street, West Hills, CA 91304

This meeting is open to the public. Doors open 10 minutes before the meeting starts. Those who wish to speak during the meeting may be asked to complete a Speaker Card. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

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| 1. | Call to Order | Ms. Aida Abkarians, Co-Chair
Ms. Charlene Rothstein, Co-Chair |
| 2. | Establish Quorum | Ms. Brenda Citrom, Secretary |
| 3. | Approve meeting minutes of September 2, 2025 | Ms. Brenda Citrom, Secretary |
| 4. | Comments from the Co-Chairs | Ms. Aida Abkarians, Co-Chair
Ms. Charlene Rothstein, Co-Chair |
| 5. | Public Comments on Non-Agenda Items | Ms. Aida Abkarians, Co-Chair
Ms. Charlene Rothstein, Co-Chair |
| 6. | Discussion and possible action for the now approved 7 th Annual Halloween Houses event | Ms. Aida Abkarians, Co-Chair
Ms. Charlene Rothstein, Co-Chair |

SB 411 Updates: If a Neighborhood Council has a quorum of board members in a physical location, board members who wish to join the meeting via teleconferencing must adhere to AB 2449 rules and regulations. If a Neighborhood Council does not have a quorum of board members in a physical location, they must adhere to SB 411 rules and regulations. In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1. The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate. (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph, provide public comment until that timed public comment period has elapsed. (ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment. (iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

Public Input: Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, an issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the committee.

The Americans With Disabilities Act - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas - WHNC agendas are posted for public review at Platt Village, on the Southside of Pavilions, closest to Nothing Bundt Cakes at 6534 Platt Avenue, West Hills, CA 91307 or at our website, www.westhillsnc.org You can also receive our agendas via email by subscribing to [L.A. City's Early Notification System \(ENS\)](#)

Notice to Paid Representatives -If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics@lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Access of Records - In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.westhillsnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the WHNC's executive director via email at michelle.ritchie@westhillsnc.org

Reconsideration and Grievance Process - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.westhillsnc.org

Servicios De Traducción: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Michelle.Ritchie@westhillsnc.org



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT SPECIAL EVENTS COMMITTEE/BOARD MEETING MINUTES

September 2, 2025

Chaminade High School and Online

Attendance: Co-Chairs Char Rothstein, and Aida Abkarians, Chris Pike, Brenda Citrom, Faye Barta, Glenn Jennings, Joanne Yvanek-Garb, Kim Koerber, Saif Mogri

Other Board Members present: Brad Vanderhoof, Jessica Arias, Joan Trent

Stakeholders Present: Steve Randall

1. Co-Chair Char Rothstein called the meeting to order at 7:07 p.m. A quorum was established.
2. Char reviewed key dates for the upcoming Halloween event:
 - Homeowner application deadline: October 15
 - Judging by industry professionals: October 19
 - Winners announced: October 20
3. Char noted that applications are available both on the back of the Halloween flyer and online.
4. Updates are needed for this year's online application, and the **WHNC logo** must be added.

5. HALLOWEEN EVENT:

Award categories:

- "Most Scary"
- "Most Comical"
- "Most Innovative"
- "Best Animation"
- "Best Interactive"
- LAPD Topanga Community "Captain's Award"
- "CD12 Council Member John Lee Award"
- "CD12 Spirit Award"
- "Myrl Schreiber's Excellence Award"

Judges:

- CD12 Council Member John Lee
- CD12 Senior Advisor Ron Rubine
- Tony Petrosian
- West Valley Chamber of Commerce President Ali Petrossian
- Demsey Tillman
- Mark Henley

- Elliott Maggin
- Gunther _____(?)

Lawn Signs, Flyers, Press Release, Homeowner Release Forms, Sponsorship Letter

- The Halloween event lawn signs must include the CD12 logo – Steve is looking into lawn signs.
- The committee discussed adding a **QR code** to the event flyer. Chris will generate the QR code and send it to Steve.
- The homeowner participant release form must be updated with the current year's date.
- Chris will prepare the press release, with support from Steve and Saif.
- Char will look for a previous sponsorship letter requesting neighborhood contributions. The letter should include the city's EIN.

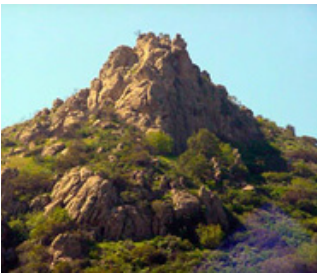
Confirmed Sponsors:

- Zack Rothstein Insurance Services
- Nothing Bundt Cakes
- Rock Paradise
- West Hills Pizza Company
- RAMS – Mr. David Weingarten
- Dodger tickets – Mrs. Sevan Petrossian, Mr. Mayan
- Starbucks Coffee – Mrs. Sevan Petrossian
- Fairwinds Senior Living/West Hills
- Los Torros Mexican Restaurant – Mr. Nicloas Montano
- Golden Rose Bakery – Mr. Pouneh Nadem
- Sprouts Farmers Market/West Hills
- 9Volt MMA – Mr. Cole Smith
- Stonefire Grill/West Hills
- CD12 Council Member John Lee and Senior Advisor Ron Rubine
- LAUSD School Board President, Mr. Scott Schmerlson
- EmpowerLA – Ms. Carmen Chang, General Manager
- LAPD Topanga Station – Captain Rudy Lopez

6. Next Steps:

By next Tuesday, the committee will check with Co-Chairs Char and Aida to ensure we have flyers and an official letter verifying legitimacy.

Meeting Adjourned at 8:41pm.



WEST HILLS NEIGHBORHOOD COUNCIL

"Where Neighbors Become Family"

September 4, 2025

Officers

Charlene Rothstein

President

Aida Abkarians

Vice President

Brad Vanderhoof

Secretary

Carolyn Greenwood

Treasurer

Saif Mogri

Controller

Board of Directors

Aida Abkarians

Faye Barta

Brenda Citrom

Nick Eskandari

Carolyn Greenwood

Jessica Irias

Glenn Jennings

Kim Koerber

Vinura Kotuwelle

Saif Mogri

Brian Murray

Penelope Newmark

Chris Pike

Bill Rose

Charlene Rothstein

Joan Trent

Brad Vanderhoof

Joanne Yvanek-Garb

Zhelbert Zohrabian

Past Presidents

Daniel Brin

Stephen Lenske

Ed Youngblood

Charles "Chuck" Gremer

Executive Director

Michelle Ritchie

West Hills Neighborhood Council Special Events Committee

To Whom It May Concern:

The West Hills Neighborhood Council is currently organizing our upcoming event, the 7th Annual Halloween Houses on Display competition. This event is designed to bring our West Hills community together and always brings a great turnout of local residents.

We are reaching out to our valued local businesses like yours to request your support in the form of products or services to be used as giveaways to our West Hills neighbors. Your support is a great way to help make our event a success but also showcase your business to our neighborhood.

In appreciation of your generosity, we will be happy to recognize your business in our event materials and on social media. Thank you for your consideration.

Respectfully submitted,



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