



CITY OF
LOS ANGELES
CALIFORNIA



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

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WEST HILLS NEIGHBORHOOD COUNCIL

BOARD MEETING FINAL MINUTES

de Toledo High School

October 9, 2025

Revised October 22, 2025

The Board shall take official action by a simple majority of yes and no votes cast by the Directors present at a duly noticed regular or special Board meeting, not to include abstentions. There shall be no proxy voting.

PRESENT: Aida Abkarians, Faye Barta, Brenda Citrom, Nick Eskandari, Jessica Irias, Glenn Jennings, Kim Koerber, Vinura Kotuwelle, Saif Mogri, Brian Murray, Penelope Newmark, Chris Pike, Bill Rose, Joan Trent, Brad Vanderhoof, and Joanne Yvanek-Garb

ABSENT: Carolyn Greenwood and Char Rothstein

Vice President Aida Abkarians called the meeting to order at 7:09 PM.

Secretary Brad Vanderhoof called roll and an in-person a quorum was established.
Vice President Aida Abkarians led the Pledge of Allegiance.

Approval to allow Board Member(s) to attend the WHNC Board Meeting virtually under the provisions of AB2449: There were no Board members attending remotely.

Approve Meeting Minutes from September meeting: The meeting minutes were approved.

Announcements:

LAPD Senior Lead Officer (SLO) Duke Dao presented YTD Crime Stats Compared to Last Year:

Residential burglaries are down 27%, but commercial burglaries are up.

Theft from auto 784 YTD (down 12.5%)

GTA 469 YTD (down 25%)

National Drug Take Back Day is Saturday, Oct. 25, from 10 AM - 2 PM, at UCLA Health (formerly West Hills Hospital).

SLO Dao can be contacted at 34218@LAPD.online

He posts crime stats weekly on Facebook.

LAFD Battalion Chief Mike Flynn introduced Task Force 105 from fire station 105. He spoke about the 16th Annual Grateful Hearts Event honoring our local LAPD and LAFD, Sunday Nov. 9, 2025, from 9 AM - 3PM --21555 Oxnard Street Woodland Hills (site of the future Rams Village at Warner Center). There was a recent fire at 21720 Hart Street. It started in the garage of a three storey condo, and the cause was lithium ion batteries. There was an auto fire at 6250 Canoga. He gave a reminder for Halloween safety. Captain Ho from fire station 105 said their doors are always open and invited the public to stop by for a tour.

Treasurer's Report: Controller Saif Mogri gave the report. All spending was normal office expenses. Net available was \$17,770.59 at the end of August.

25-0068 - Approval of the WHNC's August 2025 Monthly Expenditure Report (MER):

Aida Abkarians -- Yes	Faye Barta -- Yes	Brenda Citrom -- Yes
Nick Eskandari -- Yes	Carolyn Greenwood -- Absent	Jessica Irias -- Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle -- Ineligible
Saif Mogri - Yes	Brian Murray -- Yes	Penelope Newmark -- Ineligible
Chris Pike -- Yes	Bill Rose -- Yes	Char Rothstein -- Absent
Joan Trent -- Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb -- Ineligible

Yes – 12, No – 0, Abstain -- 0, Absent – 2, Ineligible – 4, Recusal – 0

The MER is approved.

Comments from the Co-Chair(s): Vice President Aida Abkarians reminded everyone of Halloween Houses – there is still time to apply.

Announcements:

Solen Ronarch, Field Representative, 46th State Assembly District, said they are having a student debt webinar on October 27 at 6 PM. The annual Holiday Toy Drive is November 16 from 8-4. The Governor signed two of Assemblymember Gabriel's bills: AB1264 to remove harmful additives from school lunches, and AB592 to ease requirements for outdoor dining permits. Assemblymember Gabriel declined to vote on SB79.

Ron Rubine, Senior Advisor, CD12, introduced Tim Kartiala. He is the new CD12 Building and Safety staff person, and will be the WHNC contact. The Drive-in Movie Night is sold out. Mr. Kartiala gave some of his background. He previously worked in the entertainment industry.

Vincent Autiero, Neighborhood Empowerment Advocate, DONE, said Civics U is coming up but has been changed to a virtual meeting. Now all Board members may attend. It is this Saturday from 9-12. The City Clerk has upcoming funding workshops: Contracts; Oct. 9, 2-3:30 PM and Oct. 23, 6-7:30 PM -- System Portal; Oct. 14, 2-4 PM and Oct.28, 6-8 PM. If anyone wants help with outreach using Nextdoor or Canva, reach out to Marilu Guevara. Candidate forum and Board structure change information will be sent out. SB707 was signed by the Governor. This is a teleconferencing bill that extends the provisions on SB411 for four years.

Daniell Vicente, Field Representative, LA County Supervisorial District 3, said their office will help with any election issues. The grant application process for non-profits is changing. LA County is the most disaster prone area in the nation. On Nov. 1, from 10 AM - 1 PM, there will be a disaster preparedness fair at the Calabasas Community Center. The supervisors are exploring an eviction moratorium.

Public Comment: Karen Newton spoke about the off-leash dog problem at Knapp Ranch Additional Park.

Controller's Report: Controller Saif Mogri gave the report. The only spending in September was recurring office expenses. YTD spending is \$8399.83.

Old Business:

25-0059 - Discussion regarding WHNC Committees functions and purpose: Item tabled to November.

25-0066 – Bylaws Article VII, Section 1: Standing Committees:

Aida Abkarians -- Yes	Faye Barta – Yes	Brenda Citrom – Yes
Nick Eskandari – Yes	Carolyn Greenwood -- Absent	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Ineligible
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark – Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein -- Absent
Joan Trent – Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb – Ineligible

Yes – 12, No – 0, Abstain -- 0, Absent – 2, Ineligible – 4, Recusal – 0
The amendment will be included in the package submitted to DONE.

New Business:

25-0069 - Filling three (3) vacant seats on the West Hills Neighborhood Council Board with a term ending in 2027: Candidates Zhelbert Zohrabian and Fran Rubin were present. Ryan Caballero was not. There was no exception to having a single yes/no vote to appoint Zhelbert Zohrabian and Fran Rubin.

Aida Abkarians -- Yes	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Yes	Carolyn Greenwood -- Absent	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Ineligible
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark – Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein -- Absent
Joan Trent – Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb – Ineligible

Yes – 12, No – 0, Abstain -- 0, Absent – 2, Ineligible – 4, Recusal – 0
Zhelbert Zohrabian and Fran Rubin will be inducted in November.

25-0070 - WHNC Zoning & Planning position letter regarding Case #ZA-2023-1899-ZAD-HCA for a proposal located at 8817 Chatlake Drive, West Hills, CA: Bill Rose presented the letter including six recommendations.

Aida Abkarians -- Yes	Faye Barta -- No	Brenda Citrom – Yes
Nick Eskandari – Abstain	Carolyn Greenwood -- Absent	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Ineligible
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark – Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein -- Absent
Joan Trent – Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb – Ineligible

Yes – 10, No – 1, Abstain -- 1, Absent – 2, Ineligible – 4, Recusal – 0
The letter is approved.

25-0071 - Approval of an invoice in the amount of \$1,378.80 from AppleOne for services rendered in the previous fiscal year: This item approved with Item 25-0068.

25-0072 – Community Impact Statement (“CIS”) in support of council file 25-1046: Environmental Protection Agency (EPA)/Greenhouse Gases (GHG) Air Pollutants /Rescission of 2009 Endangerment Findings: CIS in support

Aida Abkarians -- Yes	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Yes	Carolyn Greenwood -- Absent	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Ineligible
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark – Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein -- Absent
Joan Trent – Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb – Ineligible

Yes – 12, No – 0, Abstain -- 0, Absent – 2, Ineligible – 4, Recusal – 0
The CIS is approved and Vinura Kotuwelle will post.

25-0073 - Discussion and possible action regarding the WHNC Beautification Committee Clean-Up Event on Saturday, October 25, 2025 from 8:00 a.m. – 11:00 a.m. on Woodlake from Saticoy to Ingomar:

Aida Abkarians -- Yes	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Yes	Carolyn Greenwood -- Absent	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Ineligible
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark – Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein -- Absent
Joan Trent – Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb – Ineligible

Yes – 12, No – 0, Abstain -- 0, Absent – 2, Ineligible – 4, Recusal – 0
The cleanup event is approved.

25-0074 - Appoint Kim Koerber as the alternate WHNC Homelessness Liaison:

Aida Abkarians -- Yes	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Yes	Carolyn Greenwood -- Absent	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Ineligible
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark – Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein -- Absent
Joan Trent – Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb – Ineligible

Yes – 12, No – 0, Abstain -- 0, Absent – 2, Ineligible – 4, Recusal – 0
Kim Koerber joins Aida Abkarians as WHNC Homelessness Liaisons.

25-0075 - Amend the WHNC Standing Rules Article V, Governing Board, Section 7, Absences

Aida Abkarians -- Yes	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Yes	Carolyn Greenwood -- Absent	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Ineligible
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark – Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein -- Absent
Joan Trent – Ineligible	Brad Vanderhoof -- Abstain	Joanne Yvanek-Garb – Ineligible

Yes – 11, No – 0, Abstain -- 1, Absent – 2, Ineligible – 4, Recusal – 0
The WHNC Standing Rules are amended.

25-0076 – First reading First reading of the Bylaws Article VII, Committee's and Their Duties – Standing Committees, Section 1: Secretary Brad Vanderhoof read the amendment.

Vice President Aida Abkarians adjourned the meeting at 8:51 PM.

The next Board meeting is scheduled for November 6, 2025.



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BOARD MEETING DRAFT MINUTES

de Toledo High School

September 4, 2025

Revised September 5, 2025

The Board shall take official action by a simple majority of yes and no votes cast by the Directors present at a duly noticed regular or special Board meeting, not to include abstentions. There shall be no proxy voting.

PRESENT: 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, Char Rothstein, Joan Trent, Brad Vanderhoof, and Joanne Yvanek-Garb

ABSENT: Zhelbert Zohrabian

President Char Rothstein called the meeting to order at 7:09 PM.

Secretary Brad Vanderhoof called roll and an in-person a quorum was established.

Vice President Aida Abkarians led the Pledge of Allegiance.

Approval to allow Board Member(s) to attend the June 12, 2025 WHNC Board Meeting virtually under the provisions of AB2449: There were no Board members attending remotely.

Approve Meeting Minutes from August meeting: The meeting minutes were approved.

Announcements:

LAPD Senior Lead Officer (SLO) Duke Dao presented a map of SLO assigned areas with contact information.

YTD Crime Stats Compared to Last Year:

Burglaries are up 5% (increase of 28)

GTA down 25% (decrease of 143)

Car break-ins down 15% (decrease of 120)

Coffee with a Cop on September 10 from 3-5 PM at Starbucks on Canoga north of Sherman Way

SLO Dao is making progress on removing the graffiti at Highlander and Platt by getting the homeowners to sign a consent form.

The experimental drone program has moved from Topanga Division for testing in West LA.

Treasurer's Report: Treasurer Carolyn Greenwood gave the report. All spending was normal recurring expenses. Net available was \$18,389.87 at the end of July. The double billing for iContact is in the process of being reversed.

25-0060 - Approval of the WHNC's July 2025 Monthly Expenditure Report (MER):

Aida Abkarians -- Ineligible	Faye Barta -- Yes	Brenda Citrom -- Yes
Nick Eskandari -- Ineligible	Carolyn Greenwood -- Yes	Jessica Irias -- Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle -- Ineligible
Saif Mogri - Yes	Brian Murray -- Yes	Penelope Newmark -- Ineligible
Chris Pike -- Yes	Bill Rose -- Yes	Char Rothstein -- Ineligible
Joan Trent -- Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb -- Ineligible
Zhelbert Zohrabian -- Absent		

Yes – 11, No – 0, Abstain -- 0, Absent – 1, Ineligible – 7, Recusal – 0
The MER is approved.

Controller's Report: Controller Saif Mogri gave the report. The Controller's Report matches the Treasurer's Report and City records. The only spending in August was recurring office expenses.

Comments from the Co-Chair(s): President Rothstein reminded everyone the Board has multiple vacancies and we need to find candidates. She said the October Board meeting will be held on October 9 in observance of Yom Kippur, and the January 2026 Board meeting will be on January 8 so it does not fall on New Year's Day. She also spoke on meeting decorum.

Announcements:

Ron Rubine, Senior Advisor, CD12, said the Conversations with Councils was worthwhile and thanked WHNC for participating with an impressive turnout. The tenth annual drive-in movie night at Shadow Ranch Park is November first and the picture will be Shrek. The Street Smart Initiative is working to go beyond what 311 can handle, so report things like long term problem sidewalks. He is looking forward to the Halloween Houses event.

Vincent Autiero, Neighborhood Empowerment Advocate, DONE, said the Homelessness liaison meeting is September 18, 6-8 PM, and will be virtual. The bylaws amendment period is open (closes April 1), and training is planned for September 30. Code of Conduct suspension notices will go out September 8 for NC members who have not completed the requirement.

Daniell Vicente, Field Representative, LA County Supervisorial District 3, said the Board resumes meeting on Tuesday. There will be a Public meeting on oil wells and capping of the well on Randi Drive on September 10, 6:30-8:30 PM, at Hill Point Montessori.

Glenn Bailey, Budget Advocates, spoke on Congress of Neighborhood sessions, and said they do not count as DONE mandatory training. There is a motion to restore \$7000 of NC funding, but it has not yet been agendaized for the Budget and Finance Committee. The Budget Advocates will launch Departmental Teams soon.

Public Comment: Chris Rowe said West Hills needs a hazardous waste collection event, a torn cloth recycling program, and a drive-thru prescription medication drop-off. Fran spoke on the need to publicize the WHNC. Chris Rowe spoke about the SSFL. Glenn Bailey said the next VANC meeting will have updates on State legislation effecting Housing and Zoning. Steve Randall questioned the practice of presenting Certificates of Appreciation to current Board members, and asked why Myrl Schreiber did not receive one.

Certificates of Appreciation:

Heidi Manning presented a certificate to Chris Tedesco for repairing a stone wall on Roscoe that was damaged by cars.

Glenn Jennings presented a certificate to Lynne & Mark Berney for Volunteering to work registration at the Valentine's Dance for three consecutive years.

Old Business:

25 – 0055 - Bylaws Article V, Section 7: Absences

Aida Abkarians -- Ineligible	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Ineligible	Carolyn Greenwood -- Yes	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Ineligible
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark -- Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein -- Ineligible
Joan Trent – Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb – Ineligible
Zhelbert Zohrabian -- Absent		

Yes – 11, No – 0, Abstain -- 0, Absent – 1, Ineligible – 7, Recusal – 0

The Bylaws amendment passes and will be submitted with the amendment package.

25 – 0059 - Discussion regarding WHNC Committees functions and purpose: There was no discussion.

New Business:

The following items were considered together:

25-0061 - Purchase new badges for WHNC Board Members in the amount of \$60.00

25-0062 - Purchase of twelve (12) frames in the amount of \$65.00

25-0064 - WHNC's tabling at Councilmember John Lee's Drive – In Movie Night

25-0065 - WHNC Beautification Committee Clean-Up Event on September 13

Aida Abkarians -- Ineligible	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Ineligible	Carolyn Greenwood -- Yes	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Ineligible
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark -- Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein – Ineligible
Joan Trent – Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb – Ineligible
Zhelbert Zohrabian – Absent		

The Items are approved.

25-0063 - Appointment of five WHNC board members who may submit Community Impact Statements (CIS): President Rothstein announced the Board members being considered; Aida Abkarians, Brenda Citrom, Vinura Kotuwelle, Chris Pike, and Joanne Yvanek-Garb.

Aida Abkarians -- Ineligible	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Ineligible	Carolyn Greenwood -- Yes	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Ineligible
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark – Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein – Ineligible
Joan Trent – Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb – Ineligible
Zhelbert Zohrabian – Absent		

The five (5) Board members are approved to submit CISs for the WHNC.

25-0066 – First reading of the Bylaws Article VII, Section 1: Standing: Brad Vanderhoof read the proposed amendment.

25-0067 – Appointment of Aida Abkarians as the WHNC Homeless Liaison: NEA Autiero said an NC may have up to three liaisons. President Rothstein said there may be future additional appointments.

Aida Abkarians -- Ineligible	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Ineligible	Carolyn Greenwood -- Yes	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Ineligible
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark – Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein -- Ineligible
Joan Trent – Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb – Ineligible
Zhelbert Zohrabian – Absent		

Aida Abkarians is the WHNC Homelessness Liaison.

President Char Rothstein adjourned the meeting at 8:44 PM.

The next Board meeting is scheduled for October 9, 2025.

25-0066 – Discussion and possible action regarding the Bylaws Article VII, Section 1: Standing Committees

Supplemental Material

Amendment to the WHNC Bylaws

ARTICLE VII COMMITTEES AND THEIR DUTIES

Section 1: Standing

The Standing Committees of the WHNC are:

D. PUBLIC ~~HEALTH AND SAFETY AND EMERGENCY PREPAREDNESS~~, which shall interface with the Los Angeles Police Department, the Los Angeles Fire Department, hospitals and other agencies on matters relating to the ~~health and safety of the~~ stakeholders.

~~I. PUBLIC HEALTH COMMITTEE, which shall be responsible for making recommendations to the Board for protecting and promoting the health of stakeholders.~~

Committees J. through M. will be reordered as I. through L.

Monthly Expenditure Report



Reporting Month: August 2025

Budget Fiscal Year: 2025-2026

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$21500.27	\$2922.68	\$18577.59	\$403.50	\$403.50	\$17770.59

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$24000.00	\$2922.68	\$17577.59	\$403.50	\$17174.09
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$1000.00	\$0.00	\$1000.00	\$0.00	\$1000.00
Funding Requests Under Review: \$403.50		Encumbrances: \$0.00		Previous Expenditures: \$3499.73	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	08/01/2025	Email to WHNC Stakeholders	General Operations Expenditure	Office	\$150.00
2	RACKSPACE EMAIL & APPS	08/22/2025	WHNC Email Service	General Operations Expenditure	Office	\$65.78
3	PARTNERS IN DIVERSITY, INC.	07/28/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$807.00
4	PARTNERS IN DIVERSITY, INC.	08/04/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
5	APPLEONE EMPLOYMENT SERVICES	08/11/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$689.40
6	PARTNERS IN DIVERSITY, INC.	08/11/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
7	PARTNERS IN DIVERSITY, INC.	08/18/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
Subtotal:						\$2922.68

Outstanding Expenditures

#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PARTNERS IN DIVERSITY, INC.	08/28/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
	Subtotal: Outstanding					\$403.50

CONTROLLER'S REPORT 09/30/25

[illegible]

**WEST HILLS NEIGHBORHOOD COUNCIL
CONTROLLER'S REPORT 09/30/25**

	Item	Committee	Purpose	Budget	Balance	July	Aug	Sept	Total Spent
	Neighborhood Purpose Grants (NPG's)								
23		Youth and Eduction	NPG's	\$2,500.00	\$2,500.00				\$0.00
18A		Homelessness	NPG's	\$1,000.00	\$1,000.00				
19A		Public Safety	NPG's						
		Total							\$0.00
	Community Improvement Projects (CIP's)								
20A		Streets&Transportation	CIP's						
24		Beautification	Cleanups						\$0.00
25		Beautification	Special Events						
	GRAND TOTAL			\$35,552.59	\$27,152.76				\$8,399.83
	ALLOWED BUDGET			\$25,000.00					
26	Clean Street Grant			\$1,324.83					
	Rollover			\$10,552.59					
	GRAND TOTAL			\$35,552.59					
	GREEN COLOR CANNOT CHANGE								
	RED COLOR REQUESTED AMOUNTS INCLUDES GREEN								

Agenda Item 25-0069 - Discussion and possible action on filling three (3) vacant seats on the West Hills Neighborhood Council Board with a term ending in 2027

WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION

Date: 09/12/2025

Applicant's Name: Ryan Caballero **Occupation:** [REDACTED]

Home Address: [REDACTED]

Work Address (if Applicable):

Home Phone: [REDACTED] **Mobile Phone:** [REDACTED]

Email: [REDACTED]

Stakeholder Status (Check all that apply): (☒) I live in West Hills, (☐) I work in West Hills,
(☒) I own property in West Hills, (☒) I have a child enrolled in a school in West Hills,
(☐) I belong to a religious organization in West Hills, (☐) I belong to a community organization in
West Hills, (☐) OTHER:

How did you hear about the WHNC? I heard about WHNC when I was walking home with my family
and happen to meet one of the neighbor that lives in our area

How often do you attend WHNC meetings? I have not, but I would like to be involved
.

Why do you wish to participate on the WHNC Board? I want to learn about the neighborhood, issues and 
that currently exist. I would also like to help with the cleanup and make our neighborhood clean

What are your goals for the community? I want to make our community to a great place to live and raise a family 

What skills do you have that might be especially useful for the WHNC? Computer skills, New technology 
and volunteering.

Are you prepared to contribute at least ten (10) hours a month to community service through the council? Yes

What areas of community service particularly interest you? Park Cleanup, Environment, Community development 
community cleanup, assisting children and teens, food drives

Do you have any interests that might conflict with Neighborhood Council responsibilities?
no
(If you need more space, use the reverse side.)

WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION

Date: Sept 10, 2025

Applicant's Name: Francine Rubin **Occupation:** [REDACTED]

Home Address: [REDACTED]

Work Address (if Applicable): _____

Home Phone: _____ **Mobile Phone:** [REDACTED]

Email: [REDACTED]

Stakeholder Status (Check all that apply): (x) I live in West Hills, () I work in West Hills,
(x) I own property in West Hills, () I have a child enrolled in a school in West Hills,
() I belong to a religious organization in West Hills, () I belong to a community organization in
West Hills, () OTHER: _____

How did you hear about the WHNC? My friend Penny Newmark is a member of the WHNC

How often do you attend WHNC meetings? Monthly planning and zoning and WHNC general board meetings

Why do you wish to participate on the WHNC Board? _____

I feel it is my responsibility as a member of the community to participate in its well-being..

What are your goals for the community? _____

My goals are: community safety, cleanliness, environmental impact on the community, maintaining the community
environment, educational programs for members of the community, and bringing the community together as a
cohesive

What skills do you have that might be especially useful for the WHNC? _____

I have good organizational skills, planned events for non-profits, and good communication skills

Are you prepared to contribute at least ten (10) hours a month to community service through the council? yes

What areas of community service particularly interest you? environmental impact, community safety

maintaining the community environment

Do you have any interests that might conflict with Neighborhood Council responsibilities?

no

(If you need more space, use the reverse side.)

WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION

Date: September 22, 2025

Applicant's Name: Zhelbert Zohrabian Occupation: [REDACTED]

Home Address: [REDACTED]

Work Address (if Applicable): Home Office [REDACTED]

Home Phone: N/A

Mobile Phone: [REDACTED]

Email: [REDACTED]

Stakeholder Status (Check all that apply): (X) I live in West Hills, () I work in West Hills, () I own property in West Hills, () I have a child enrolled in a school in West Hills, () I belong to a religious organization in West Hills, () I belong to a community organization in West Hills, () OTHER: _____

How did you hear about the WHNC: I was on the Board most recently. Unfortunately, I missed five board meetings. I was given the choice to resign and reapply; hence, this application.

How often do you attend WHNC meetings? Prior to being on the board, I have been an active member of the community. One of the major projects was spearheading the relocation of the metro buses' "rest stop location" which was originally located at Valley Circle Blvd. directly by Victory Blvd. This was a safety hazard for many reasons. It was the decision of the City Council and Metro to, then, relocate the rest stop on Platt. I attended several meeting just for that project alone and continued to bring other concerns to respective Committees. I have also worked with Councilmember John Lee's staff regarding various issues over the years.

Why do you wish to participate on the WHNC Board? I believe I can better continue my volunteer efforts by being on the WHNC Board.

What are your goals for the community? To continue my efforts in bringing beautification and safety concerns by remaining on the respective committees.

What skills do you have that might be especially useful for the WHNC? I've been in the corporate (entertainment industry) world, launching an entire new department, which other studios mirrored, and managed over 800 theatres across the country with a staff of 40 internal employees under my wing; I tripled my husband's business; and, in 2019 launched my own business. I've also raised two amazing children on my own - one who is an attorney and the other in her 2nd year of law school. I believe business acumen, people and negotiating skills were the root of all my successes. I would like to bring those skills to the Board.

Are you prepared to contribute at least ten (10) hours a month to community service through the council? Yes _____

What areas of community service particularly interest you? Beautification and Streets and Safety.

Do you have any interests that might conflict with Neighborhood Council responsibilities? No _____

(If you need more space, use the reverse side.)



WEST HILLS NEIGHBORHOOD COUNCIL

September 12, 2025

Agenda Item 25-0070 - Discussion and possible action to approve a WHNC Zoning & Planning position letter regarding Case #ZA-2023-1899-ZAD-HCA for a proposal located at 8817 Chatlake Drive, West Hills, CA

"Where Neighbors Become Family"

Officers

Charlene Rothstein

President

Aida Abkarians

Vice President

Brad Vanderhoof

Secretary

Carolyn Greenwood

Treasurer

Saif Mogri

Controller

Mr. Jonathan A. Hershey, AICP

Los Angeles City Planning

200 N Spring Street

Los Angeles, CA 90012

Re:

Case# ZA-2023-1899-ZAD-HCA

Site Location:

8817 Chatlake Drive West Hills, Ca

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

Dear Mr. Hershey:

Thank you for the postponement in declaring a decision and affording the West Hills Neighborhood Council (WHNC) the opportunity to meet with the community and submit an informed WHNC determination to you on the above-mentioned case.

In a regularly scheduled WHNC Zoning & Planning committee meeting, held on Tuesday, September 9, 2025, the following was unanimously approved.

We are deeply concerned about the safety implications of allowing new construction in a Very High Fire Hazard Severity and High Wind zone, particularly on a substandard street that has experienced multiple fire evacuations. The most recent fire evacuation in 2025 created traffic congestion that became a serious bottleneck in the area of the subject property.

Therefore, for the safety of all residents, we respectfully submit the following recommendations:

Past Presidents

Daniel Brin

Stephen Lensek

Ed Youngblood

Charles "Chuck" Gremer

Executive Director

Michelle Ritchie



P.O. Box 4670, West Hills, CA 91308-4670 • mail@westhillsnc.org • www.westhillsnc.org



1. Full frontage widening of the Chatlake Drive property prior to construction. This is critical for safe access and emergency vehicles. There are approximately 20 homes beyond the subject site that utilize Chatlake Drive;
2. Removal of any loose boulders before construction ensues;
3. Reduction in project size and footprint ("No Street Parking" is consistently posted along Chatlake Drive);
4. Construction of a retaining wall at the western back portion of the site and in other areas as required to prevent future erosion, slope failure, or damage to adjacent properties;
5. Require that all trades and all staging park onsite; and
6. Require an updated geological report after construction (the current report is dated November 5, 2021). Earth movement during construction may dislodge further boulders creating a safety issue.

Site visits were made by Mr. Rose, Co-Chair Zoning & Planning, Ms. Newmark, Zoning & Planning Committee Member and Ms. Charlene Rothstein, Co-Chair Zoning & Planning on several occasions and confirm some of the concerns from the community. (photos attached)

Please find Exhibit A attached, submitted by a resident of Chatlake Drive, Adon Delgado.

Your continued and thoughtful consideration of this proposal is deeply appreciated by the WHNC and by the West Hills community.

Respectfully Submitted,

Bill Rose

Bill Rose, Co-Chair
Zoning & Planning Committee

Charlene Rothstein

Charlene Rothstein, Co-Chair
Zoning & Planning Committee







EXHIBIT A



The project does not have enough parking to support workers' parking and construction staging such as concrete trucks, lumber trucks, etc...

Project needs to have dwelling footprint reduced and make area in the property to support workers' parking and construction staging. Neighborhood should not suffer for poor project planning.

Burdening the neighborhood with disruptions and road closures for 2 years shows someone who cares little for the neighborhood.

To be respectful to other neighbors, widening of the road along project's street frontage to 20 feet should be skewed towards project's street frontage property line. Currently road is skewed towards neighbors across Chatlake Drive.

The initial southeast part of the street frontage has concerns with boulders which need to be removed/made safe from moving. A retaining wall may be needed depending on the grading work and boulder stability. Builder/owner/geologist needs to get an insurance policy or bond to cover any future damages or injuries that may occur from boulder movements.

Power pole at the start of the curve (in front of the planned house) may need to be moved to make 20 feet of street widening.

The project's previous work shows a pattern of little respect for the LABD, the neighborhood, trees, fire brush cleanup, litter, boulder removal, and working for a safe neighborhood. Going forward as is, will burden the neighborhood, the City, and the project.

Construction of street (plans approved) should be completed before house construction starts. Insurance/bond should be taken to repair all street damages to Chatlake Drive all the way to Valley Circle Boulevard.

Back of property needs to have an approved LABD grading department design to handle water issues that may come up from rain. The design may include retaining/garden walls with French drains and piping to properly control water flow to minimize water damage (erosion).

BB
RULES, ELECTIONS, INTERGOVERNMENTAL RELATIONS

RESOLUTION

WHEREAS, in 2009, the United States Environmental Protection Agency (“EPA”) made a landmark legal and scientific determination that greenhouse gases like carbon dioxide and methane (“GHGs”) endanger public health and welfare (the “Endangerment Finding”);

WHEREAS, the Endangerment Finding was based on strong scientific evidence showing the direct link between GHG emissions and climate change impacts;

WHEREAS, the United States Supreme Court has affirmed that GHGs are air pollutants and that EPA has the authority to regulate them if they endanger public health and welfare;

WHEREAS, the EPA’s 2009 Endangerment Finding paved the way for the regulation of GHG emissions in vehicles;

WHEREAS, on July 29, 2025, EPA proposed to rescind the 2009 Endangerment Finding, and based on the rescission of that finding, also proposed to remove GHG regulations for light-, medium-, and heavy-duty on-highway vehicles;

WHEREAS, the City of Los Angeles has a strong interest in ensuring that federal and state agencies continue to regulate GHG emissions, including from vehicles, in order to protect the health and welfare of its residents;

I THEREFORE MOVE, the Los Angeles City Council hereby declares its opposition to the EPA’s proposal to rescind the Endangerment Finding, and its proposal to remove GHG regulations for light-, medium-, and heavy-duty on-highway vehicles, and further requests that the City Administrative Officer express the City’s position to EPA so that it may be considered as part of EPA’s rulemaking process.

PRESENTED BY:

Katy Yaroslavsky
KATY YAROSLAVSKY

Councilwoman, 5th District

SECONDED BY:

Bob Berman
BOB BERMAN

ORIGINAL

SEP 5 2025

Committee Meeting Date: September 16, 2025

Board Meeting Date October 9, 2025

File # :	Council File 25-1046
Title :	Environmental Protection Agency (EPA) / Greenhouse Gases (GHG) Air Pollutants / Rescission of 2009 Endangerment Findings
Type :	
City/State :	City of Los Angeles

Summary :	Proposed -- The WHNC is in support of the Council Resolution.
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Motion :	
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EP Position :	.
Vote :	Streets and Transportation Committee Yes – 6, No – 0, Abstain – 0, Absent – 2, Recusal -- 0

“YES” Vote:	
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“NO” Vote:	
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NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM



Office of the City Clerk – Neighborhood Council Funding Program
200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 or Toll-Free 3-1-1
E-mail: Clerk.NCFunding@LACity.org • www.Clerk.LACity.org

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed.

Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.

Neighborhood Council: West Hills Neighborhood Council

The Neighborhood Council is the ☒ Main Sponsor or ☐ Co-Sponsor for the event.

Main sponsor: West Hills Neighborhood Council

Contact Person: Brad Vanderhoof and Faye Barta

Email: Brad.Vanderhoof@westhillsnc.org; Faye.Barta@westhillsnc.org

Co-Sponsor (if applicable): _____

Contact Person: _____

Phone: _____ Email: _____

Event Information

Event Title and Description: Community Cleanup – Woodlake Ave.

Date: 10/25/2025 Time Frame: 8:00 AM to 11:00 AM

Est. number of attendees: 25 Event Budget: \$ 00

Venue Name: WHNC Beautification Committee October 2025 Clean-Up

Venue Address: Woodlake between Saticoy and Ingomar

Contact Person: Brad Vanderhoof and Faye Barta

Email: Brad.Vanderhoof@westhillsnc.org; Faye.Barta@westhillsnc.org

Please note: If the venue for the event is at a City or public facility, e.g. park, school, the venue approval may be easier and at little or no cost. If the venue for the event is not a City facility, a separate contract may be needed and can take up to 60 days to complete.

Please scan the following documents and email to Clerk.NCFunding@lacity.org for approval PRIOR to event:

- ☐ Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer or Event Chair
- ☐ Board Action Request (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- ☐ Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact your Funding Program Representative to submit a request to increase applicable limits.

The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of \$5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire an event planner (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained and submitted **PRIOR TO THE EVENT** if they are applicable to your event:

If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following PERMITS:

- ☐ LA County Public Health Department Permits – Community Event Organizer and Temporary Food Facility permits may be required. Permit fees may be waived by the County if requested.
- ☐ LA Fire Department – Permit may be necessary for temporary structures setup to prep/cook/serve food.

CERTIFICATES OF INSURANCE, SERVICE AGREEMENTS, and/or FACILITY USE PERMITS from Vendors providing the following types of services. Insurance Certificates need to list the “City of Los Angeles” as Additional Insured.

- ☐ Jumpers/Bouncers (Inflatables) – City Risk Management may need to review
- ☐ Games (e.g. dunk tank, other carnival style games, video game bus)
- ☐ Food (purchased, provided, distributed and/or served)
- ☐ Entertainers (e.g. DJs, musicians, face painting, balloon artists, etc.)
- ☐ Equipment Rentals (e.g. performing stage, mechanical rides, canopies)
- ☐ Event Venues (e.g. school auditoriums, private theaters and halls, parks, street block, etc.)

If RENTING a vehicle or truck to transport event materials:

- ☐ Renting and driving of vehicle/truck must be by a board member
- ☐ Additional Insurance offered by the rental company must be purchased in full

ADDITIONAL PERMITS may be required if the event has:

- ☐ Over 500 attendees, which may require LAPD presence - LAPD Special Events
- ☐ Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- ☐ Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety

CONTACT INFORMATION for possible permits:

- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD – (213)-978-3640
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

Documents to be submitted to NC Funding Program and filed for you records:

- ☐ Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer, Event Chair.
- ☐ Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- ☐ Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors.
- ☐ Vendor Invoices and Service/Facility Use Agreements
- ☐ Copies of Insurance Certificates
- ☐ Copies of Permits
- ☐ Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- ☐ W-9 (for 1099 Individual Services (if applicable))

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Email: _____ Phone: _____

For Staff Use Only: ☐ Approved ☐ Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____

Agenda Item 25-0075 - Discussion and possible action to amend the WHNC Standing Rules Article V, Governing Board, Section 7, Absences

Standing Rules Amendment

Article V, Governing Board, Section 7, Absences A. Absences started being counted effective with the adoption of the bylaws. (May 1, 2013) B. Any board member who comes within one (1) absence of being subject to removal shall be notified promptly in writing that he/she is in jeopardy of being removed from the board. Page 1 Rev 01/07/16 C. Upon exceeding the permissible number of absences, the board member shall be notified promptly in writing. This notice shall include the relevant absence records and shall notify the board member that he/she may dispute the absence records at the next regular board meeting. D. Upon the board's verification of the absence records at its next regular meeting, the board shall ratify the facts and the subject board member's seat shall be vacated. A board member's inability to be present because they are obliged to attend an event elsewhere on Board business shall not be considered an "absence" for purposes outlined in this section.

After an NC Election and the seating of a new Board, previous absences will not be counted towards dismissal. This applies equitably to Board members reelected and those with continuing terms.

This recommendation was approved by the WHNC Bylaws Committee on September 30, 2025.

Agenda Item 25-0076 – First reading First reading of the Bylaws Article VII, Committee's and Their Duties – Standing Committees, Section 1

ARTICLE VII COMMITTEES AND THEIR DUTIES –
STANDING COMMITTEES
SECTION 1.

The Standing Committees of the WHNC are:

B. ~~YOUTH AND~~ EDUCATION, which shall interface with and negotiate with public and private schools, the City of Los Angeles, businesses and developers on matters concerning the education, recreation and general welfare of the youth who reside in or use the facilities located within the boundaries set forth in Article II.

Recommended amendment passed unanimously by the WHNC Bylaws Committee on September 30, 2025.