



CITY OF  
LOS ANGELES  
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308  
WWW.WESTHILLSNC.ORG  
MAIL@WESTHILLSNC.ORG

## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT BOARD AND SPECIAL EVENTS COMMITTEE MEETING AGENDA

**Tuesday, September 2, 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<br>Ms. Charlene Rothstein, Co-Chair |
| 2. Establish Quorum  | Ms. Brenda Citrom, Secretary                                     |
| 3. Approve meeting minutes of August 5, 2025   | Ms. Brenda Citrom, Secretary                                     |
| 4. Comments from the Co-Chairs   | Ms. Aida Abkarians, Co-Chair<br>Ms. Charlene Rothstein, Co-Chair |
| 5. Public Comments on Non-Agenda Items   | Ms. Aida Abkarians, Co-Chair<br>Ms. Charlene Rothstein, Co-Chair |
| 6. Discussion and possible action for the now approved 7 <sup>th</sup> Annual Halloween Houses event | Ms. Aida Abkarians, Co-Chair<br>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](mailto: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](http://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](mailto:ethics@lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto: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](http://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](mailto: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](http://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](mailto:Michelle.Ritchie@westhillsnc.org)



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## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT SPECIAL EVENTS COMMITTEE/BOARD MEETING MINUTES

August 5, 2025

Chaminade High School and Online

**Attendance:** Co-Chairs Char Rothstein, and Aida Abkarians, Chris Pike, Faye Barta, Brenda Citrom, Glenn Jennings, Kim Koerber,

**Other Board Members present:** Brad Vanderhoof, Joanne Yvanek-Garb, Saif Mogri

1. Co-Chair Char Rothstein called the meeting to order at 7:09 pm. A quorum was established.
2. Char brought to our attention the very sad news of Myrl Schreiber's passing. His creativity and contributions to this neighborhood council are greatly appreciated and he will be truly missed. Chris will put a memorial photo of Myrl on our Instagram and Facebook pages in his honor.

#### HALLOWEEN EVENT:

- Honoring Myrl – Myrl was the inspiration for the Halloween house decoration contest. We will be commemorating Myrl by presenting the winners of the contest with an award in honor of his name for the most creative decorations.
- Budget – At the last meeting, a motion for a \$4,000 budget for the Halloween event was voted on and passed. However, in light of the budget cuts to the Neighborhood Councils, we reduced the budget request to \$1,900.
- Halloween Event Budget for City Council – Char pointed out that we will need to include all printing expenses before submitting to the city for approval.
- Halloween Flyer – A new flyer for the event was created but Glenn suggested that the old flyer is lighter and possibly more visible. We may end up using the old flyer taking Glenn's observation into account. We will need to provide Saif with the dates and he will inform Steve for making the flyers.
- Judging Dates – Saif suggested asking the judges which date is best for them between October 19 and October 22. We should also check with John Lee and Ron Rubine. Char will check with John and Ron and Aida will check with the judges.
- Flyers – Glenn reminded the committee that we will need to seek permission from new stores and restaurants in the area to hang our Halloween flyers since some have declined to put them up. Brad recommended posting them on Facebook and Instagram as well.
- QR Code – Saif suggested creating a QR code to put on Facebook and Instagram for event information.
- Drivers for the Judges – Glenn and Saif may be available to drive judges to each decorated house.
- Halloween Bags – We would like to fill the bags with candy, chips and wrapped cookies.
- Gift Cards for Judges/Donations for Event – We would like to get gift cards for the judges. Aida will ask Starbucks and Sprouts. We would like to get up to 10 donations per store for the event.
- Name Tags – Saif will provide Kim with a list of the judges' names so that she can make name tags for them.
- Joanne Yvanek-Garb will be joining the committee.

Meeting Adjourned at 8:13pm.



Char Rothstein &lt;charwhnc@gmail.com&gt;

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**City Clerk - NC Event Approval Request Approved**

2 messages

**Clerk NCFP** <clerk.ncfunding@lacity.org>

Wed, Aug 27, 2025 at 10:36 AM

Reply-To: clerk.ncfunding@lacity.org

To: carolyn.greenwood@westhillsnc.org

Cc: NC-WHNC@lacity.org

To Carolyn Greenwood,



## Event Approval Request Approved

We have completed our review of your event approval request, your request has been approved.

**Event:** West Hills Halloween Houses on Display Competition**Description:** Stakeholders enjoy the competition in decorating their homes and entering the contest for the scariest and most comical awards. The public enjoys driving by to view the finished work of the contestants.**Event Date:** October 21, 2025**Event Budget:** \$1,900.00**Organizer Type:**

If you have any questions or concerns, please contact your Funding Representative at 213-978-1058 or e-mail us at [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org)

Thank you,

Office of the City Clerk



# 7TH ANNUAL WEST HILLS HALLOWEEN HOUSES ON DISPLAY COMPETITION

To find the most  
**SPOOKTACULAR** houses  
in West Hills.

Judged by entertainment  
industry professionals  
on October 20th.

Winners announced on  
October 21st .

Co-sponsored by Councilmember



Sponsored by the  
WHNC Special Events  
Committee

John S. Lee and CD 12



**Application Deadline October 16th**  
**Limited to first 35 applicants**

[WWW.WestHillsNC.org](http://WWW.WestHillsNC.org) for Application



## PRESS RELEASE SEPTEMBER 28

**October 18<sup>th</sup> is around the corner** and that's the deadline to get your application in for the **5th Annual West Hills Halloween Houses on Display**. There is still time. This annual event has been labeled as the event to see and people come from all over Los Angeles to drive by and look at the wonderful creativity of West Hills. This year we have added a new award, the Assemblyman Award of the 45th District and our State Assemblyman Jessie Gabriel will be joining our Councilmember John Lee as a one of our judges. We also are honored to have a guest judge this year, Miss Amanda Salas, (*Producer, Director, Entertainment Anchor/Reporter Fox 11 and Good Day LA.*) They join Gary DaMico, (*Emmy Winner Special Effects Director, Heroes, Agents of Shield, The Sons of Anarchy*), and West Hills resident Elliot Maggin (*Writer, for DC Comics (Superman) and Animated series'*), Tony Petrosian, (*Award Winning Director/Producer of too many to mention Music Videos*), and West Hills resident Dempsey Tillman, (*Writer, Director of Award winning short horror films, NYC Indie Film and, Hollywood Film Competitions*) All judges of course are based upon their availability.

October is around the corner and there is still time to get your application in. Applications are on the reverse side of any Halloween flyer you find throughout West Hills, or by using the QR Code on the flyer posted here or the large size poster you will find at the Halloween Spirit Store, or at West Hills Fields Market. Or better yet, at [www.westhillsnc.org](http://www.westhillsnc.org). This year, every participating household will receive a certificate and a swag bag for just participating. . This event is not only sponsored by CD12 but also supported by Rock Paradise.





*In recognition of your pride and neighborhood spirit,  
that is the foundation of our West Hills Community*

Date \_\_\_\_\_





# *Certificate of Participation*

## *Presented to*

*For your participation in the*  
**7<sup>TH</sup> ANNUAL WEST HILLS HALLOWEEN HOUSES ON DISPLAY**

*In recognition of your pride and neighborhood spirit,  
that is the foundation of our West Hills Community*

\_\_\_\_\_  
Char Rothstein                      Date  
President, West Hills Neighborhood Council



\_\_\_\_\_  
John S. Lee                      Date  
Councilmember, Council District 12





# APPLICATION

## 7<sup>TH</sup> ANNUAL WEST HILLS HALLOWEEN HOUSES ON DISPLAY COMPETITION

TO DECORATE THE OUTDOORS OF YOUR HOUSE FOR HALLOWEEN

JUDGING to begin at sunset on OCTOBER 20 2025  
WINNERS TO BE ANNOUNCED ONLINE on Oct. 21, 2025  
Lawn Signs will be placed on the lawns of the winning houses.



PLEASE PRINT CLEARLY



PRINTED NAME: \_\_\_\_\_  
PRINTED ADDRESS: \_\_\_\_\_  
PRINTED EMAIL: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_

Select your preferred category Scariest \_\_\_\_\_ Comical \_\_\_\_\_  
Will your décor contain any kind of animation? Yes \_\_\_\_\_ No \_\_\_\_\_

Awards Given for

1) SCARIEST 2) MOST COMICAL 3) MOST INNOVATIVE  
4) BEST ANIMATION 5) BEST INTERACTIVE 6) BEST THEMATIC

All categories will be considered for Councilman District 12 Award and  
State Assemblyman District 45 Award



Submit this application via email by clicking on the link below:

[westhillsncannualhalloweenevnt@gmail.com](mailto:westhillsncannualhalloweenevnt@gmail.com)

**Application Deadline: October 16, 2023**  
**LIMITED TO THE FIRST 35 APPLICATIONS**

2025

SPONSORED BY THE WEST HILLS NEIGHBORHOOD COUNCIL'S SPECIAL EVENTS COMMITTEE and  
COUNCILMEMBER JOHN S. LEE and CD12



SAMPLE (2025)

# 2023 West Hills Halloween Houses on Display Competition

## ADDRESS RELEASE FORM

### Address Release

By participating in the 2023 West Hills Halloween Houses on Display competition, I grant permission to the West Hills Neighborhood Council and the City of Los Angeles (including its departments, officials, commissions, employees, independent contractors, legal representatives, licensees, successors and assigns, collectively the "City"), the right to use and publish the address of my home located at the address listed below, for promotion, advertising, and other activities in connection with the West Hills Halloween Houses on Display competition.

### Waiver

I agree that I will make no claim of any kind and waive all such known or unknown claims, whether at present or in the future, against the West Hills Neighborhood Council or the City from any and all claims arising out of or in connection with the release of my address.

I have read the foregoing and fully understand this form, which I knowingly and voluntarily executed. I have signed this form intending that my heirs, legal representatives, and assigns all be legally bound.

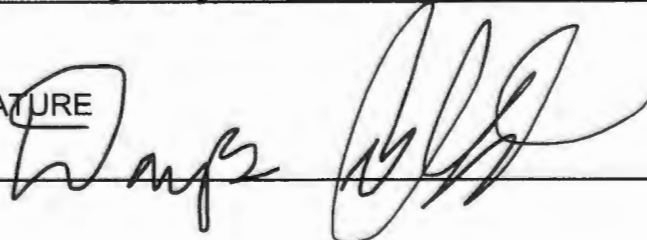
NAME (PLEASE PRINT)

Douglas Clark

ADDRESS (PLEASE PRINT)

6551 Dannyboyar ave West Hills. Ca 91307

SIGNATURE



2025



Delivering to Canoga Park 91304 All bulk halloween bags

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Sponsored

Home & Kitchen > Event & Party Supplies > Favors > Boxes & Bags > Tote Bag Packs



Click to see full view

Brand Aviski  
Color [14G]  
Material Non-woven fabric  
Occasion Halloween  
Intended Use Gift Bag, Party String  
Common Theme Patterns

See more

About this item

- VARIOUS EYE-CATCHING PATTERNS: Halloween party bags come with 8 different original Halloween patterns , such as pumpkin, witch, bat, spider, ghost, moon etc. Vibrant colors and Halloween themed patterns make them eye-catching, very suitable for gift packaging and candy containers, exquisite enough to make gift bags that little girls and boys like, or fantastic decorations for some Halloween themed parties.
- DECENT QUALITY MATERIAL: Made of high-quality non-woven fabric. The Halloween tote bags are sturdy and durable enough, and can be used to carry gifts to reduce the risk of tearing. You can

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Or Prime members get FREE delivery Sunday, July 20. Order within 8 hrs 40 mins. Join Prime

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(\$0.30 / count)  
List: \$9.99



JOYGATHER 24 Pcs Halloween Treat Bags with Handles, Trick or Treat Goodie Gift Cand...  
\$14<sup>99</sup>



BeeGreen Reusable Grocery Bags-Foldable-Machine-Washable-Reusable-Shopping...  
20,167  
\$21<sup>99</sup>



Halloween Treat Bags - 24pcs Trick or Treat Goody Bags with 24pcs Stickers, Gift Ba...  
981  
\$14<sup>99</sup> (\$0.62 / count)



CCINEE 24pcs Non-Woven Treat Bags 8 Cute Halloween Pattern Totes Party Bags with Ha...  
513  
\$9<sup>99</sup>



Elcoho 40 P Woven Part 8x8 Inch Re Goodie Gift  
-11% \$15<sup>99</sup>  
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List: \$17.99

Videos

Videos for this product

Customer Review: Multifunctional Non-Woven Halloween Bags for Gifts Wrapping

Customer Review: Multifunctional Non-Woven Halloween Bags for Gifts Wrapping

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**WEST HILLS NEIGHBORHOOD COUNCIL**



# **HALLOWEEN HOUSES**

**ON DISPLAY APPLICATION**



**DETAILS IN CAPTION**

