



# Encino Neighborhood Council

4924 Paso Robles Avenue, Encino CA 91316 Phone: 747.282.0450

Roy Nwaiser - President  
 Josh Sautter - Vice President  
 Jennifer Luce - Secretary  
 Pilar DeFreest - Treasurer  
 Kelvin Tolbert - Sergeant-at-Arms

## ENCINO NEIGHBORHOOD COUNCIL GENERAL BOARD SPECIAL MEETING Monday June 8, 2026 @ 7:00 PM

### Minutes

**Women’s Club 4924 Paso Robles Ave, Encino CA 91316  
 (At the Encino Community Center 4935 Balboa Bl, Encino CA 91316)**

Public comment on agenda items will be heard when the item is up for discussion. **Public comment on agenda items is limited to ONE MINUTE (1) per agenda item.** Comments from the public on agenda items will be heard only when the respective item is being considered. Time may be adjusted at the Chair’s discretion.

### Encino Neighborhood Council Representatives

Josh Sautter Area 1 Representative	Adam Wright Area 2 Representative	Shaindi Schwebel Area 3 Representative	Michelle Tepper Area 4 Representative	Diane Rosen Area 5 Representative
Laure Stevens Area 6 Representative	Jennifer Novian Area 7 Representative	Kristin Moss At Large Representative 1	Anita Kamjoo At Large Representative 2	Heather Michaels At Large Representative 3
Victoria Biddle Business Representative	Rachel Perry Business Representative	Roy Nwaiser Homeowner Representative	Pilar DeFreest Renter’s Representative	Glenn Bailey Park & Environment Rep
Kelvin Tolbert Planning & Land Use Rep	Jennifer Luce Community Interest Rep	Tess Gurlanick Youth Representative	Geraldine Hernandez At Large Alternate 1	LeeVante Haywood At Large Alternate 2
At Large Alternate 3 VACANT	Dana Caruso Area 1 Alternate	Mark Reynolds Area 2 Alternate	Area 3 Alternate VACANT	Area 4 Alternate VACANT
Area 5 Alternate VACANT	Robert Meer Area 6 Alternate	Andrew Zucker Area 7 Alternate		

#### 1. Call to Order / Roll call / Determination of quorum **7:04 pm**

*Special Meeting	7/23/25	8/27/25	9/24/25	10/22/25	12/3/25	1/28/26	2/25/26	*4/2/2026	4/22/26	*5/3/26	5/27/26	*6/8/26
Josh Sautter, Area 1 Representative, Vice President	P	p	P	P	A	P	P	A	P	P	A	A
Adam Wright, Area 2	P	p	P	P	P	P	P	P	P	P	P	A

Representative												
Shaindi Schwebel, Area 3 Representative	P	P	P	P	A	P	P	P	P	P	P	P
Michelle Tepper, Area 4 Representative												P
Diane Rosen, Area 5 Representative	P	A	P	P	P	A	P	P	P	P	A	A
Laure Stevens, Area 6 Representative	P	P	P	P	P	P	P	A	P	P	P	I
Jennifer Novian, Area 7 Representative	P	P	P	P	A	P	P	A	P	P	A	P
Kristin Moss, At Large Representative 1	P	P	P	P	P	P	P	P	P	P	P	A
Anita Kamjoo, At Large Representative 2	P	P	P	P	P	A	P	A	P	P	P Left @ 7:54	P
Heather Michaels, At Large Representative, 3	P	P	P	P	P	P	P	A	P	P	P	A
Victoria Biddle, Business Representative	P	P	A	A	P	A	P	A	P	P	P	P
Rachel Perry, Business Representative	vacant	vacant	vacant	vacant	vacant	vacant	P	A	P	P	A	P
Roy Nwaiser, Homeowner Representative, President	P	P	P	P	P	P	P	P	P	P	P	P
Pilar DeFreest, Renter's Representative, Treasurer	P	P	P	P	P	P	P	P	P	P	P	P

Glenn Bailey, Park & Environment Rep	P	P	P	P	P	P	P	P	P	P	P	A
Kelvin Tolbert, Planning & Land Use Rep, Sergeant At Arms	P	P	P	P	P	P	P	P	P	A	P	P
Jennifer Luce, Community Interest Rep, Secretary	P	P	P	P	P	P	P	P	P	A	P	P
Tess Gurlanick, Youth Representativ e	A	P	P	P	P	P	A	P	P	A	P	A

**2. Comments from chair**

Saturday was the Pancake breakfast, it was very successful with a great turn out.  
 Apologies for the last minute meeting  
 8/18/26 is “818 day” a holiday that celebrates the San Fernando Valley. Send over any ideas for ways ENC can celebrate/commemorate the day to Roy Nwaiser.

**3. Seating of Alternates:** Per ENC Bylaws (Article V, Section C.1-C.2)

Area Seats: Absent Area Rep -> Designated Area Alternate -> Other Area Alternate (designated by president or presiding officer with Board approval) -> At Large Alternate (designated by president or presiding officer with Board approval)

Non-Area Seats: Absent Non-Area Rep -> At Large Alternate 1 -> At Large Alternate 2 -> At Large Alternate 3 -> Area Alternate (designated by president or presiding officer with Board approval)

Alternates must be in good standing with all training required by the City to be eligible to be seated.

Mark Reynolds seated as Area 2 Representative @7:07 without objection  
 Robert Meer seated as Area 5 Representative @7:08 without objection

**4. Consent Calendar**

**5. New Business**

**A. Motion:** ENC approves additional \$100 for one year of email hosting.

**Motion: Roy Nwaisser, 2<sup>nd</sup> Jennifer Luce**

**VOTE YES 12/NO 0/ABSENT 5/INELIGIBLE 1**

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative						A
Mark Reynolds	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Michelle Tepper	Area 4 Representative	Y					
Robert Meer	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative				I		
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1						A
Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3						A
Victoria Biddle	Business Representative	Y					
Rachel Perry	Business Representative	Y					
Roy Nwaisser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep						A
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative						A

**B. Motion:** ENC approves payment of \$450.00 to AAA Rents & Events for emergency sound engineering services rendered at Encino Fest due to equipment failure, and a flat gratuity of \$150.00 to stage and table setup personnel for support provided under the same emergency conditions, for a total authorized expenditure of \$600.00 to be paid from the ENC event budget in accordance with City funding procedures.

**Motion to Amend motion to:** ENC approves payment of \$450.00 to AAA Rents & Events for emergency sound engineering services rendered at Encino Fest due to delayed power access, to be paid from the ENC event budget in accordance with City funding procedures.

**MOTION: Roy Nwaisser, 2<sup>nd</sup> Shaindi Schwebel**

**VOTE YES 12/NO 0/ABSENT 5/INELIGIBLE 1**

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative						A
Mark Reynolds	Area 2 Representative	Y					

Shaindi Schwebel	Area 3 Representative	Y					
Michelle Tepper	Area 4 Representative	Y					
Robert Meer	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative				I		
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1						A
Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3						A
Victoria Biddle	Business Representative	Y					
Rachel Perry	Business Representative	Y					
Roy Nwaiser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep						A
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative						A

**Motion:** ENC approves payment of \$450.00 to AAA Rents & Events for emergency sound engineering services rendered at Encino Fest due to delayed power access, to be paid from the ENC event budget in accordance with City funding procedures.

**MOTION: Roy Nwaiser, 2<sup>nd</sup> Shaindi Schwebel**

**VOTE YES 12/NO 0/ABSENT 5/INELIGIBLE 1**

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative						A
Mark Reynolds	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Michelle Tepper	Area 4 Representative	Y					
Robert Meer	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative				I		
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1						A
Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3						A
Victoria Biddle	Business Representative	Y					
Rachel Perry	Business Representative	Y					
Roy Nwaiser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep						A
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative						A

**C. Motion:** ENC approves payment of \$167.50 to O Lock Smith for emergency locksmith services rendered at Encino Park during Encino Fest. Services consisted of cutting a bolt lock on the power box due to the absence of an available key from the Encino Community Center and LA Recreation and Parks, which was required to power the sound system and stage. To be paid from the ENC event budget in accordance with City funding procedures.

**Motion: Roy Nwaiser, 2<sup>nd</sup> Jennifer Luce**

**VOTE YES 12/NO 0/ABSENT 5/INELIGIBLE 1**

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative						A
Mark Reynolds	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Michelle Tepper	Area 4 Representative	Y					
Robert Meer	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative				I		
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1						A
Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3						A
Victoria Biddle	Business Representative	Y					
Rachel Perry	Business Representative	Y					
Roy Nwaiser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep						A
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative						A

**D. Discussion and Motion:** Selection of new Encino Neighborhood Council logo.

**Motion:** To postpone the discussion of our logo to our next regularly scheduled Board Meeting out of respect to the rest of the Board

**Motion:** Lare Stevens, 2<sup>nd</sup> Shaindi Schwebel

**VOTE YES 1/NO 11/ABSENT 5/INELIGIBLE 1**

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						

Josh Sautter	Area 1 Representative						A
Mark Reynolds	Area 2 Representative		N				
Shaindi Schwebel	Area 3 Representative	Y					
Michelle Tepper	Area 4 Representative		N				
Robert Meer	Area 5 Representative		N				
Laurie Stevens	Area 6 Representative				I		
Jennifer Novian	Area 7 Representative		N				
Kristin Moss	At Large Representative 1						A
Anita Kamjoo	At Large Representative 2		N				
Heather Michaels	At Large Representative 3						A
Victoria Biddle	Business Representative		N				
Rachel Perry	Business Representative		N				
Roy Nwaiser	Home Owner Representative		N				
Pilar DeFreest	Renter's Representative		N				
Glenn Bailey	Park & Environment Rep						A
Kelvin Tolbert	Planning & Land Use Rep		N				
Jennifer Luce	Community Interest Rep		N				
Tess Gurlanick	Youth Representative						A

**Motion:** ENC approves the logo labeled "Enhanced Tree Color" logo with a slightly reduced weight of Encino and a slightly increased weight of Neighborhood Council.

**MOTION: ROY NWAISSER, 2<sup>ND</sup> PILAR DEFREEST**

**VOTE YES 12/NO 0/ABSENT 5/INELIGIBLE 1**

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative						A
Mark Reynolds	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Michelle Tepper	Area 4 Representative	Y					
Robert Meer	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative				I		
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1						A
Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3						A
Victoria Biddle	Business Representative	Y					
Rachel Perry	Business Representative	Y					
Roy Nwaiser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep						A
Kelvin Tolbert	Planning & Land Use Rep	Y					

Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative						A

**E. Discussion and Motion:** ENC approves spending up to \$2,500 on new ENC swag with new ENC logo. Among items to be considered are: wireless fast charging cellphone stand, mini keychain tape measure, hardcover book with various size post-it style pads, etc. See [6/8/26 General Board meeting supporting documents](#) for representative examples.

**Motion:** ENC approves spending up to \$1,700 on new ENC swag with new ENC logo. The order will consist of 300 wireless fast charging cellphone stands and 300 hardcover book with various size post-it style pads. See [6/8/26 General Board meeting supporting documents](#) for representative examples.

**Motion: Roy Nwaiser, 2<sup>nd</sup> Robert Meer**

**VOTE YES 12/NO 0/ABSENT 5/INELIGIBLE 1**

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative						A
Mark Reynolds	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Michelle Tepper	Area 4 Representative	Y					
Robert Meer	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative				I		
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1						A
Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3						A
Victoria Biddle	Business Representative	Y					
Rachel Perry	Business Representative	Y					
Roy Nwaiser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep						A
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative						A

**F. Discussion and Motion:** ENC approves support and use of ENC logo for Wildfire Disaster Preparedness Fair on Saturday, June 27th at the Autry Museum from 10AM-2PM. This is hosted by the Office of Councilmember Raman, in partnership with MySafe:LA.

**Motion: Roy Nwaisser, 2<sup>nd</sup> Jennifer Luce**  
**VOTE YES 12/NO 0/ABSENT 5/INELIGIBLE 1**

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative						A
Mark Reynolds	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Michelle Tepper	Area 4 Representative	Y					
Robert Meer	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative				I		
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1						A
Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3						A
Victoria Biddle	Business Representative	Y					
Rachel Perry	Business Representative	Y					
Roy Nwaisser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep						A
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative						A

**G. Announcements:**

[Encino Disaster Preparedness Drill – June 13](#)

**Next meeting:** 7:00 PM Wednesday, June 24, 2026

**H. Adjournment 7:59 pm**



**Encino  
Neighborhood Council**

**CURRENT ENC LOGO – CONFIRMED MADE WITH CLIPART**



**EPOA**

**ENCINO  
PROPERTY OWNERS  
ASSOCIATION** Est. 1964

**SHERMAN  OAKS**  
**CHAMBER OF COMMERCE**



**Sherman Oaks  
Neighborhood Council**



**ORIGINAL SUBMISSION**



**MODIFIED SUBMISSION**

[Labeled "Enhanced Tree Color" on meeting exhibit]



**ORIGINAL SUBMISSION**



**MODIFIED SUBMISSION**



**MODIFIED SUBMISSION**

# MONOCHROME APPLICATION



# HORIZONTAL APPLICATION



**ENCINO**  
NEIGHBORHOOD COUNCIL



**ENCINO**  
— NEIGHBORHOOD —  
COUNCIL

A 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 paragraph (5), to provide public comment until that timed public comment period has elapsed. **California Government Code Section 54953.8(b)(6)(A)**,

A 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 paragraph (5), or otherwise be recognized for the purpose of providing public comment. **California Government Code Section 54953.8(b)(6)(B)**.

The Encino Neighborhood Council (ENC) is a Certified Neighborhood Council of the City of Los Angeles which ADVISES City, other Governmental Officials' and the Community on issues or concerns that are affecting the community of ENCINO. The ENC is made up of volunteers who are ELECTED by the community who live, work or otherwise are involved in the community of ENCINO. The ENC also makes appropriations of City Funds for Community Projects and needs as requested and approved by various committees and the general board.

**THE AMERICAN 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, assisted 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 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.encinonc.org](http://www.encinonc.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 Jennifer Luce, Secretary, at (747) 282-0450 or email at: [secretary@encinonc.org](mailto:secretary@encinonc.org).

**PUBLIC POSTING OF AGENDAS** – Neighborhood Council agendas are posted for public review as follows:

- 4933 Balboa Blvd, Encino, CA 91316
- [www.encinonc.org](http://www.encinonc.org)
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

**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](http://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)

**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.encinonc.org](http://www.encinonc.org)