



**ENCINO**  
NEIGHBORHOOD COUNCIL

4424 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  
Wednesday July 1, 2026 @ 8:00 PM**

**Minutes**

Zoom meeting online or by telephone

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87533764334>

Or dial (888) 475-4499 to join the meeting

then enter this Webinar ID: 875 3376 4334 and press #

**Zoom Webinars are recorded**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Jennifer Luce, Secretaria, al (747) 282-0450 o por correo electrónico [secretary@encinonc.org](mailto:secretary@encinonc.org) para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE JANUARY 1, 2026 ENACTMENT OF CALIFORNIA SENATE BILL 707 (DURAZO) AND LA CITY COUNCIL FILE 23-1114, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED VIRTUALLY.

Public Comment: Public calling in, please press \*9 on your phone to raise your hand to speak. For those that are using the Zoom Webinar please use the raise your hand feature to speak.

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

Area 5 Alternate VACANT	Robert Meer Area 6 Alternate P	Andrew Zucker Area 7 Alternate A		
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**1. Call to Order / Roll call / Determination of quorum 8:11 PM**

**2. Comments from chair.** There will be a listening session on 7/21/2026 during the regular executive meeting time with LAHSA. Matthew Mitnick with LAHSA will be present to answer any questions the community may have. Executive committee has been rescheduled for July 7.

**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 in Area 2 @ 8:09 pm with no objection

Robert Meer seated in Area 6 @ 8:11 pm with no objection

**4. Old Business – Funding**

**A. Motion:** ENC approves up to \$1,000 on new ENC swag. This will consist of wireless fast charging cellphone stands.

**This was previously approved by the ENC at the May 27, 2026 and June 24, 2026 Board meetings but we could not complete the purchase because Encino Fest expenses put us over our \$5,000 monthly spending limit. We have to approve it again for the new fiscal year.**

Vendor reported to be Alibaba

Motion: Roy Nwaiser, 2<sup>nd</sup> Pliar Defreest

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

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Mark Reynolds	Area 1 Representative	Y					
Adam Wright	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative						A
Michelle Tepper	Area 4 Representative						A
Diane Rosen	Area 5 Representative	Y					
Robert Meer	Area 6 Representative	Y					
Jennifer Novian	Area 7 Representative	Y					

Vacant	At Large Representative 1						
Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3	Y					
Victoria Biddle	Business Representative						A
Rachel Perry	Business Representative						A
Roy Nwaiser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep	Y					
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative						A

**B. Motion:** ENC approves up to \$1,500 for branded pop-up tent and accessories.

**This was previously approved by the END at the May 27, 2026 and June 24, 2026 Board meetings but we could not complete the purchase because Encino Fest expenses put us over our \$5,000 monthly spending limit. We have to approve it again for the new fiscal year.**

Vendor reported to be Amazon  
 Motion: Roy Nwaiser, 2<sup>nd</sup> Pilar Defreest

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

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

**C. Motion:** ENC approves up to \$100 for design of new logo.

NOTE: Accepting a free logo creates significant procedural obstacles due to City rules. **We have agreed to pay \$30 for ownership of the logo, which is the only payment that is expected.** Approval for up to \$100 is in case of additional, unforeseen obstacles from office of the City Clerk.

**This was previously approved by the ENC for up to \$250 at the January 28, 2026 Board meeting. We have to approve it again for the new fiscal year.**

Motion: Roy Nwaisser, 2<sup>nd</sup> Pilar Defreest

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

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

**5. Adjournment. 8:15 PM**

**Next meeting:** 7:00 PM Wednesday, July 22, 2026

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. **California Government Code Section 54953.8(b)(3).**

The 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. **California Government Code Section 54953.8(b)(4).**

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. **California Government Code Section 54953.8(b)(5),**

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)