

PA FIRST NEIGHBORHOOD PROPERTY OWNERS ASSOCIATION

The First Neighborhood News is published by the First Neighborhood Property Owners Association 31830 Village Center Rd., Westlake Village, CA 91361 (818) 889-0632

Vol. XLIII No. 177 March 2022

Homeowners Meeting

The next scheduled homeowners meeting is Wednesday, March 9, 2022, at 6:00 p.m. The meeting will be held in the Community Center ballroom. All homeowners are invited to attend.

Newsletters and Board Meeting Agendas

Please be advised that all current monthly newsletters and board meeting agendas are posted on the bulletin board in front of the Community Center each month.

LVMWD Smart Water Meters

The Las Virgenes Municipal Water District installed smart water meters at all homes in the First Neighborhood in the spring of 2021.

The new meter gives customers 24/7 convenience to manage their water usage and billing, detect water leaks and receive alerts. This can save money on water use and repair costs. You can review the daily water use and set a household water budget. With the technology being used to transmit and record data, the need for in-person monthly meter reads is no longer needed. Fleet vehicle usage will be minimized which will reduce greenhouse gas emissions into the atmosphere. Early leak detection will save millions of gallons of water, reducing the need to purchase expensive water transported over 400 miles to our service area from the Sierra Nevada Mountains.

Our greenbelt water meters will be replaced with smart meters this spring which will help the association keep costs in line with the budget and better detect leaks.

To register, go to www.lvmwd.watersmart.com. The phone number for LVMWD is 818-251-2200.



Beautiful Home, 31971 Doverwood Court

Greenbelt News

For years we have been discussing the importance of picking up after your dog on the Greenbelt. To help with this effort there are now eight plastic bag dispensers and numerous garbage cans to help make this task as easy as possible. As we have stated many times, it is not ok to leave your dog's feces sitting in a pile on the Greenbelt. This is a major health and esthetic issue. The Greenbelt is common space and we must do everything possible to make sure it stays clean and beautiful for all of First Neighborhood to enjoy.

Of course, this concept extends to the overall neighborhood. We have heard many complaints from neighbors that people walking their dogs on the street sidewalks leave their dog's mess on their neighbors lawns. I know, it is a disgusting thought, yet it happens every day. So please neighbors, we are all better than that. When you take your dog for a walk, carry a plastic bag and pick up after your dog. Let's all work together to keep First Neighborhood and the Greenbelt sparkling like the rare jewel that it is.

Trash Can Reminder

We are seeing several trash cans being put out early. Trash cans are to be put out Sunday evening after 5:00 pm and taken in by midnight on Monday. Please review the First Neighborhood Rules & Regulations Booklet dated May 2003.

Oak Tree Dead Wooding

Every two years the Association offers dead wooding service for privately owned oak trees at homes in the First Neighborhood according to the CC&R's. No other type of tree maintenance is provided.

The work is usually scheduled for the first quarter of the year when the greenbelt trees are trimmed. If your oak tree is in need of dead wooding please contact the First Neighborhood office and ask to be added to the 2022 list.

The Sheriff's Department Community Tips

HOME SECURITY - Invest In It Now

If you were locked out of your house, would you still be able to get in? Maybe you keep an unlocked window in the back, a hidden key in your mailbox or on top of a window ledge? You may think this is a good idea, but guess what? If you can break in, so can a burglar! One out of ten homes will be burglarized this year. For a small amount of time and money you can make your home more secure and reduce your chances of being a victim.

Many burglars will spend no longer than 60 seconds to try breaking into a home. Good locks -- and good neighbors who watch out for each other -- can be big deterrents to burglars.

Check The Locks

Did you know that in almost half of all completed residential burglaries, thieves simply breezed in through unlocked doors or crawled through unlocked windows?

Make sure every external door has a sturdy, well-installed dead bolt lock. Key-in-the knob locks alone are not enough.

Sliding glass doors can offer easy access if they are not properly secured. You can secure them by installing commercially available locks or putting a broomstick or dowel in the inside track to jam the door. To prevent the door from being lifted off the track, drill a hole through the sliding door frame and the fixed frame. Then insert a pin in the hole. Lock double-hung windows with key locks or "pin" windows by drilling a small hole into a 45 degree angle between the inner and outer frames, then insert a nail that can be removed. Secure basement windows with grills or grates. Instead of hiding keys around the outside of your home, give an extra key to a neighbor you trust.

When you move into a new house or apartment, re-key the locks.

Community Center Calendar of Events April - May 2022

MARCH 2022

| | | |
|-------------|--|---------------------|
| Saturday 5 | Party | 9:00 a.m. |
| Wednesday 9 | Architectural/First Neighborhood POA Meeting | 6:00 p.m./6:00 p.m. |
| Saturday 19 | Party | 9:00 a.m. |
| Saturday 26 | Party | 9:00 a.m. |

APRIL 2022

| | | |
|-------------|--|---------------------|
| Thursday 14 | Architectural/First Neighborhood POA Meeting | 6:00 p.m./6:00 p.m. |
| Saturday 23 | Party | 9:00 a.m. |
| Saturday 30 | Party | 9:00 a.m. |

Check The Doors

A lock on a flimsy door is about as effective as locking your car door but leaving the window down.

All outside doors should be metal or solid wood. If your doors don't fit tightly in their frames, install weather stripping around them. Install a peephole or wide-angle viewer in all entry doors so you can see who is outside without opening the door. Door chains break easily and don't keep out intruders.

Check The Outside

Look at your house from the outside. Make sure you know the following tips:

Thieves hate bright lights. Install outside lights and keep them on at night. Keep your yard clean. Prune back shrubbery so it doesn't hide doors or windows. Cut back tree limbs that a thief could use to climb to an upper-level window.

HOME SECURITY - Invest In It Now
Clearly display your house number so police and other emergency vehicles can find your home quickly.

If you travel, create the illusion that you're at home by getting some timers that will turn lights on and off in different areas of your house throughout the evening. Lights burning 24 hours a day signal an empty house.

Leave shades, blinds, and curtains in normal positions. And don't let your mail or newspapers pile up! Call the post office and newspaper offices to stop delivery or have a neighbor collect it.

Make a list of your valuables - VCR's, stereos, computers, jewelry. Take photos of the items, list their serial numbers and descriptions. Check with law enforcement about engraving your valuables through Operation Identification.

Ask local law enforcement for a free home security survey.

Consider An Alarm

Alarms can be a good investment, especially if you have many valuables in your home, or live in an isolated area or one with a history of break-ins.

Check with several companies before you buy so you can decide what level of security fits your needs. Do business with an established company and check references before signing a contract. Learn how to use your system properly! Don't "cry wolf" by setting off false alarms. People will stop paying attention and you'll probably be fined.

Some less expensive options . . . a sound-detecting socket that plugs into a light fixture and makes the light flash when it detects certain noises, motion sensing outdoor lights that turn on when someone approaches, or lights with photo cells that turn on when it's dark, and off when it's light.

Burglars Do More Than Steal

Burglars can commit rapes, robberies, and assaults if they are surprised by someone coming home or pick a home that is occupied.

Continues on Page 5

Westlake Village Places of Worship



St. Jude's Catholic Church (818) 889-1279
Fr. Jim Stehly
32032 Lindero Canyon Rd. - Westlake Village, 91361

St. Paul Lutheran Church,
MO Synod (818) 889-1620
Matthew Nolte, Pastor
30600 Thousand Oaks Blvd. - Agoura, 91301

Temple Adat Elohim..... (805) 497-7101
Rabbi Barry Diamond
2420 E. Hillcrest Dr. - Thousand Oaks, 91362

The Church of the Epiphany (818) 991-4797
(Episcopal)
Rev. Melissa McCarthy
5450 Churchwood Dr. - Oak Park, 91377

The Calvary Community Church (818) 991-8040
Shawn Thornton, Pastor
5495 Via Rocas - Westlake Village, 91362

Conejo Valley
Congregational Church (805) 381-0484
Dave Clack, Pastor
750 Erbes Road - Thousand Oaks, 91362

Westminster Presbyterian Church... (818) 889-1491
Rev. David Rohde, Pastor
32111 Watergate Road - Westlake Village, 91361

United Methodist Church
of Westlake Village (805) 497-7884
Rev. Walter Dilg, Pastor
1049 Westlake Blvd. - Westlake Village, 91361

Church of Jesus Christ of
Latter-Day Saints..... (818) 991-2550
La Venta at Watergate - Westlake Village, 91361

First Church of Christ, Scientist (805) 495-3203
305 Conejo School Road - Thousand Oaks, 91362

New Hope Lutheran Church..... (818) 889-8700
Craig Beeker, Pastor
29295 Agoura Road - Agoura Hills, 91301

Temple Etz Chaim..... (805) 497-6891
Rabbi Ari Averbach
1080 Janss Road - Thousand Oaks, 91362

REFERENCE INFORMATION FOR HOMEOWNERS First Neighborhood Property Owners Association

Homeowners and Architectural Committee meetings are held the 3rd Wednesday of each month at 7:00 p.m. at the Community Center. Your attendance is most welcome at all regular meetings. The Architectural Committee requests your applications for review and approval of all exterior modifications to your home or landscaping (reroofing, tree removal, etc.) Newsletter deadline is the 3rd Monday of each month. Please submit information in person, by phone or mail to the Community Center.

For Emergencies Or Problems:

| | |
|--------------------------|--|
| Police (Sheriff) | 911 (Emergency) or 818-878-1808; 818-991-0522 (fax) |
| Fire/paramedics | 911 (Emergency) or 818-889-1122; 818-889-1626 (business) |
| Animal Control | 818-991-0071 |
| Gas Leaks | 1-800-427-2200 |
| Electrical Power Loss | 1-800-611-1911 |
| Broken Water Main | 818-251-2100 (Las Virgenes Water Dist.) |
| Telephone Repair | 611 |
| Las Virgenes Water Dist. | 818-251-2100 |
| Vector Control Rodents | 626-430-5450 |
| Mosquitoes | 310-915-7370 |

For General Information:

| | |
|--|---|
| Community Center Office | 818-889-0632 (8:00 - 12:00 pm, Mon.-Fri.) |
| Manager - The Emmons Company | 805-413-1170 (8:30 am - 5:30 pm, Mon.-Fri.) |
| City Hall | 818-706-1613 |
| Health Dept. | 818-880-3409 |
| LA County Health & Human Service Program | 211 |

To Report Common Area Problems:

| | |
|--|--|
| Continuously Running Sprinklers: | |
| On City Property (Cul-de-Sacs, Medians, Park) | 818-706-1613 (9 am - 5 pm, Mon.-Fri.) |
| On First Neighborhood Property (Greenbelts Only) | 818-889-0632 (8:00 am-12:00 pm, Mon.-Fri.) |
| Lights Out On Greenbelt: | Customer Service 1-800-655-4555 |
| Community Center Alarm: | Aid Alert Security 818-991-6002 |

Board of Directors:

President – Tish Matthews
Vice President – Richard Shin
Treasurer – Craig Heiting
Secretary – James Struyk
Member at Large – Scott Perrotty

Architectural Committee:

Todd Spiegel
Janie McKay
Caroline Raser
Elisa Hirsch
Wendy Aisley
Barton Goldsmith

Safety Committee:

Scott Perrotty, Chairman, 818-519-1988
Vince Costanzo
Arlene Kovalivker
Jill Marder-Meyer

Linking Internal Neighborhood Communication Committee:

Riz Nwosu
Sam Covert
Patrick Koors

Greenbelt Committee:

Robin Hirsch, Chairman, (818) 822-7091
Bruce Gruver
Gina Bradley

Welcoming Committee:

Jane Heiting
Elaine Salewske

Notes



**Minutes of the First Neighborhood Property Owners Association
Board of Directors Meeting • January 13, 2022**

The First Neighborhood Property Owners Association Board of Directors assembled and held its regular meeting on Thursday, January 13, 2022, via Zoom.

Call to Order

President Tish Matthews called the meeting to order at 7:00 p.m.

**Members Present and
Constituting a Quorum**

Tish Matthews, President
Richard Shin, Vice President
Craig Heiting, Treasurer
James Struyk, Secretary
Scott Perrotty, Member-at-Large

Others Present

Linda Merkle, The Emmons Company
Sharon Howard, The Emmons Company
Robin Hirsch, Greenbelt Committee
Elisa Hirsch, Architectural Committee
Janie McKay, Architectural Committee
Caroline Raser, Architectural Committee

Homeowners Present

There was one homeowner present at the meeting.

Greenbelt Report

Robin Hirsch reported on the greenbelts. Mr. Hirsch reported they are still in the process of obtaining three bids per the Board's request for greenbelt concrete repairs. Tish Matthews reported on the LVMWD Zoom meeting which included herself, Robin Hirsch, Linda Merkle, Jesse Slade of Slade Landscaping, Dave Pedersen, General Manager of LVMWD, others from the water district and Mayor Brad Halpern. During July through October 2021, the Association was heavily penalized for approximately \$10,000 for overuse. Since the greenbelt irrigation system is built on a loop, LVMWD agreed to recalculate the metering system for the year. The association was credited with approximately \$20,000. The board asked management to check with the CPA to see if the credit should be used or a check be issued by the water district. LVMWD also agreed to install smart meters as a priority for the ten meters which will aid the association's effort to limit water usage. The Greenbelt Committee will be reviewing the monthly water bills.

Safety Committee Report

Scott Perrotty reported for the safety committee. Mr. Perrotty reported Captain Becerra of the Lost Hills Sheriff Station has recently appointed Mr. Perrotty to an advisory committee for the region. Currently there is an increase in homelessness in the area. Scott Perrotty also stated Three Springs HOA recently had a 'coffee with the deputy' meeting which had a great turn out. Mr. Perrotty suggested having a similar event in our community.

Welcoming Committee

Craig Heiting reported the committee continues to welcome new residents. Currently the committee is seeking additional donations and looking for more volunteers.

Architectural Report

Members of the architectural committee were present at the meeting to discuss with the Board a non-productive member and their of participation. The Board agreed to remove the volunteer from the committee. Also discussed was the need to have monthly meetings so issues can be discussed effectively.

Motion – A motion was made by Tish Matthews to remove the non-productive committee member for their lack of participation. Motion was seconded by Richard Shin and passed unanimously.

The following applications have been approved by the architectural committee.

| | | |
|----------|-----------------------|-------------------|
| Lot#0072 | 4525 Greengate Court | Flat Roof |
| Lot#0092 | 4525 Coolhaven Court | Block Wall |
| Lot#0142 | 32011 Kingspark Court | Paint |
| Lot#0160 | 32009 Grenville Court | Tree Removal |
| Lot#0312 | 31900 Benchley Court | Patio Cover |
| Lot#0343 | 31827 Langspur Court | Roof |
| Lot#0479 | 31724 Bainbrook Court | Room Addition |
| Lot#0552 | 4373 Henley Court | Remodel, Pool/Spa |
| Lot#0596 | 4420 Sevenoaks Court | Gate |
| Lot#0611 | 4434 Henley Court | Paint |
| Lot#0668 | 4406 Regents Court | Solar |

Approval of Minutes

Motion: A motion was made by James Struyk to approve the November 11, 2021, Regular Meeting Minutes. Motion was seconded by Scott Perrotty and passed unanimously.

Motion: A motion was made by James Struyk to approve the November 10, 2021, Executive Meeting Minutes regarding legal. Motion was seconded by Scott Perrotty and passed unanimously.

Management Report

Linda Merkle reported the City of Westlake Village is reviewing the current wood price increase for their portion of the replacement for the colonnade. Tom Foster Construction has started the replacement and is in the process of purchasing the wood. Craig Heiting stated he has contacted a couple of designers who will put together a proposal for the replacement of the doors at the Community Center. There is a \$500.00 consultation fee

which he will send information to Linda Merkle.

The Board also discussed the upcoming election and possibly changing the inspector of elections. It was also suggested to have a candidate's night and allow residents to drop off their ballots for the June meeting.

Financial / Delinquency Report

Craig Heiting presented the financial report. Mr. Heiting reported total cash on hand as of December 31, 2021, was \$815,732.97. Currently operating expenses are looking better due to the increased income from the Community Center rentals. Craig Heiting stated due to the recent income in assessments and community center rental funds the association is able to pay back the reserve loan payment in the amount of \$38,507.00. Mr. Heiting thanked Tish Matthews and The Emmons Company for looking at every line item of the budget.

The Board discussed the delinquency report and directed management to file a lien on Lot#0063 who has not made a payment since July 2020. The Board also agreed to waive the late fees on Lot#0402.

Motion – A motion was made by Tish Matthews to file a lien on Lot#0063 and waive the late fees on Lot#0402. Motion was seconded by Scott Perrotty and passed unanimously.

Motion – A motion was made by Craig Heiting to approve the November & December financials. Motion was seconded by James Struyk and passed unanimously.

Old Business

The Board discussed the possibility of purchasing a defibrillator for the Community Center. After checking with the Associations attorney who felt they may be taking on a liability risk if the equipment is not properly maintained and that the fire station is close by. James Struyk stated the defibrillator has become very easy to operate and would just need to be maintained. The Board asked management to look into services to purchase and maintain.

Tish Matthews discussed the current security guards used for the Community Center rental events and stated she spoke to Cornwall Security who informed her that they would be willing to hire the current guard, but it would be at a lower rate. The current security company is also looking into different options.

The Board agreed to table reviewing a page of the rule book for the next meeting.

New Business

The homeowner from lot#0281 was at the meeting to appeal to the Board regarding his architectural application that was recently denied. The homeowner installed artificial turf without approval and submitted an application after the artificial turf was installed. Currently the committee is requiring a 24-inch setback from the sidewalk.

Motion – A motion was made by Craig Heiting to approve the artificial turf as is. Motion was seconded by Scott Perrotty but did not pass. (2-3)

The board agreed to go back to the architectural committee and have them formalize the artificial turf policy and get back to the homeowner.

The Board discussed starting the process for hiring a camp director for the First Neighborhood Day Camp. The Board directed management to place an ad seeking a director.

The Board also discussed the landscaping behind Hartfield Court which is the property of the LVUSD. Robin Hirsch has recently reached out to the school district regarding the serious erosion issue. Mr. Hirsh asked if the Board would send a letter to the district asking that the area be maintained. The Board agreed a letter should be sent.

The Board discussed the Architectural Committee Rule change that prohibits lot splitting and construction of residences. After reviewing the comments from residents, the majority agreed on the rule change.

Motion – A motion was made by Craig Heiting to approve the Architectural Committee Rule Change regarding Lot Splits and Construction of Residences. Motion was seconded by Richard Shin and passed unanimously.

Community Center Applications

The following applications for the use of the Community Center were reviewed.

| Name | Event | |
|--------------|-----------|----------|
| Non-Resident | Party | 03/05/22 |
| Resident | Shower | 03/26/22 |
| Non-Resident | Party | 05/07/22 |
| Non-Resident | Party | 05/08/22 |
| Non-Resident | Party | 06/04/22 |
| Non-Resident | Party | 07/30/22 |
| Non-Resident | Reception | 08/13/22 |
| Non-Resident | Party | 08/20/22 |
| Non-Resident | Party | 08/27/22 |
| Non-Resident | Party | 09/03/22 |

There being no further business the meeting adjourned at 8:46 p.m.

Respectfully submitted,
Sharon Howard, Recording Secretary

Sunset Magazine

March Checklist

Planting

Annuals. It's still possible to plant annuals, especially in mild coastal areas. Choices include calendula, dianthus, Iceland poppy, larkspur, nemesia, pansy, primrose, snapdragon, and stock. Low desert gardeners can also plant petunias.

Bare-root plants. Bare-root plants are a bargain, and they're also fun: Watching a twiggy stick turn into a leafy plant is always a kick. You have plenty of opportunity to plant this month. Nurseries will still be well stocked with roses, and they will also have stone fruit trees, cane berries, grape and kiwi vines, strawberries, artichokes, and asparagus. Some may also have deciduous ornamental trees. Plant immediately if possible. If soil is too soggy, cover roots with moist soil or plant temporarily in containers.

Winter Color. In Southern California, a surprising number of plants bloom in the middle of winter. To add sparkle to the garden during this season, consider a winter-flowering tree such as Acacia baileyana, Hong Kong orchid tree (*Bauhinia blakeana*), or feathery cassia (*Cassia artemisioides*). Tuck a winter-blooming shrub like Christmas heather (*Erica canaliculata*), Geraldton waxflower, or euryops into the flower border, and add bergenia, hellebores, or yellow flax (*Reinwardtia indica*) to your perennial beds. Train flame vine (*Pyrostegia venusta*) or *Jasminum polyanthum* up a trellis. Use aloes or other flowering succulents as accents.

Maintenance

Begin dormant-season pruning. Start with roses. Deciduous fruit trees need pruning too; plums, apricots, and peaches each require a different technique. If in doubt, attend a pruning demonstration at an arboretum or consult a good reference book before proceeding. Don't prune spring-flowering plants now—wait until after bloom. Also wait for spring before removing frost-damaged branches. The damaged portion protects tender interior growth.



Groom Camellias. If camellia blight is a problem (petals turn brown and flowers rot in the center), pick infected flowers from plants and remove fallen flowers and leaves promptly from ground beneath plants.

Pest Control

Apply dormant spray. After pruning, spray roses and deciduous flowering and fruit trees with horticultural oil to smother overwintering insects such as mites, scale, and sawfly larvae. For fungal diseases such as peach leaf curl, mix lime sulfur or fixed copper into the oil. Spray the branches, crotches, trunk, and ground beneath the tree's drip line. If rain occurs within 48 hours, repeat.

If something looks questionable -- a slit screen, a broken window or an open door -- don't go in. Call the police from a neighbor's house or a public phone. At night, if you think you hear someone breaking in, leave safely if you can, then call police. If you can't leave, lock yourself in a room with a phone and call police. If an intruder is in your room, pretend you are asleep.

Guns are responsible for many accidental deaths in the home every year. Think carefully before buying a gun. If you do own one, learn how to store it and use it safely.

Tips Regarding Your Vehicles

Always lock your vehicles. Never keep any valuables in plain view, I.E., laptops, cell phones, brief cases, purses, etc. Don't leave your garage doors open.

There's More You Can Do

Join a Neighborhood Watch group. If one doesn't exist, you can start one with help from local law enforcement.

Never leave a message on your answering machine that indicates you may be away from home. Rather than saying, "I'm not at home right now," say, "I'm not available right now."

Work with neighbors and local government to organize community clean-ups. The cleaner your neighborhood, the less attractive it is to crime.



FIRST NEIGHBORHOOD
PROPERTY OWNERS ASSOCIATION
31830 Village Center Road
Westlake Village CA 91361
www.firstneighborhood.org

What's Inside . . .

- Homeowners Meeting
- Newsletters and Board Meeting Agendas
- LVMWD Smart Water Meters
- Greenbelt News
- Trash Can Reminder
- Oak Tree Dead Wooding
- Calendar
- The Sheriff's Department
Community Tips
- Places of Worship
- Minutes
- Sunset Magazine

DATED MATERIAL

School/Traffic Safety

It is great that our neighborhood children have been able to return to school in person. However, this brings pedestrian traffic safety risk with many children walking or riding bicycles to school. Please be observant and patient as there may be more children on the sidewalks and in the streets than the past two years of COVID when children were attending school online at home. This is especially important during the morning hours when children are on their way to school and the mid-afternoon hours when the school day is ending. Please obey the direction of the crossing guards or others who may be directing traffic. When driving, whether or not during school hours, please observe the neighborhood speed limits and please drive slowly in and out of the cul-de-sac streets. We see some vehicles speeding in the neighborhood. Will the 30 seconds or 1 minute saved by driving fast be worth it if there is a pedestrian or child accident?

Following up on our message from last month, several people have mentioned coyote sightings in the area including our neighborhood. Please be observant when you or family members are out walking. While some people like to look at their phones while walking, those doing so might walk right up near a coyote or other danger and not even realize it, putting themselves in danger.

Committee Chair Scott Perrotty is serving on the LASD Lost Hills Station - Community Advisory Council representing our city. The council includes representatives from the various cities served by LHS. The council meets every other month with the Station Captain and key leaders from the station. The meetings provide a forum for the station leadership to receive feedback from citizens and discuss ways LASD services could be improved. If you have any questions or suggestions about LASD services that could be brought to a future meeting, please e-mail Scott at sperry@hotmail.com.

Stay safe everyone!

City Council Meetings

If you are interested in attending the City Council Meetings, they are scheduled the 2nd and 4th Wednesdays of each month at 6:30 p.m. at City Hall. An agenda is also available to you the Friday before each meeting, which you can pick up at the City Hall or visit the website at www.wlv.org.

Rental of First Neighborhood Community Center

Do you have a wedding or special party coming up this year? This is a reminder that as a First Neighborhood resident, you are entitled to rent the Community Center for your personal and social events and may reserve the facility one year prior to your event. If you would like to use the Center and would like more information, call Sharon Howard at (818) 889-0632 or drop by the office Monday-Friday from 8:00 a.m. - 12:00 p.m. after hours you may leave a message on the answering machine and your call will be returned the following weekday.