

# COLERAIN

TOWNSHIP - OHIO

## Minutes

October 15, 2025

1. **Opening of Meeting**

Board Chair Westfall opened the meeting at 6pm.

**Roll call**

Present & Voting: Board Member Baldwin, Board Member Henson, Board Member Schaefer, Board Chair Westfall

Not Present & Not Voting: Board Member Ferris

2. **Pledge of Allegiance**

All recited the Pledge of Allegiance.

3. **Approval of Minutes**

**Motion:** Mr. Henson made a motion to approve the September 17, 2025, meeting minutes.

Mr. Schaefer seconded the motion.

**Vote:** YES(3), NO(0), ABSTAIN(1)

4. **New Business**

a. CERB-25-74/75/76 (A&N Property Solutions LLC)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** 5 1A Statewood Dr, 3498 Statewood Dr. have been registered as rental properties in the Township. 9612 21 Crosley Farm Dr., is a garage and does not need to be registered with the rental registration.
- **Staff Recommendation:** Take no action

**Questions for staff:** None

**Motion:** Board Member Schaefer motioned to take no action as the properties have been registered, Board Member Baldwin seconded the motion.

**Vote:** YES(4), NO(0), ABSTAIN (0)

b. CERB-25-77 (Acquistition Venture Holdings LLC)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell

# COLERAIN

TOWNSHIP - OHIO

- **Details of case:** The property address, 8198 Vegas Dr. was sent an initial letter about registering their property on June 30, 2023. Their second letter was sent on February 9, 2024. The final certified letter was sent on September 24, 2025, and had the October meeting date on it. Staff believes this property is a rental based on evidence showing the owner's address differs from the property address, multiple properties are owned by the same owner, there is no owner occupancy tax credit, and they completed Hamilton County's Rental Registration form.
- **Staff Recommendation:** To declare that 8198 Vegas Dr. is in fact a rental property and should be viewed as such. Staff recommends that the property is to be registered within 7 days. If not, the property will be assessed with all registration fees, late fees, and administration fees.

## Questions for Staff:

- **Board Member Henson:** Asked staff if another address similar to this property found on the Hamilton County Rental Registration is registered with the Township. Staff stated that this address is not within Colerain Township. Board Chair Westfall explained if the parcel number starts with 510, it will be a Colerain Township parcel.

**Motion:** Board Member Henson declared the property as rental and assessed with all registration fees, late fees, and administration fees. Board Member Baldwin seconded the motion.

**Vote:** YES(4), NO(0), ABSTAIN (0)

c. CERB-25-78 (AH4R I OH LLC)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property, 8267 Springleaf Lake Dr. received their initial letter regarding rental registration on June 30, 2023. The second letter was sent on February 9, 2024. Their final certified letter was sent on September 24, 2025, giving the October meeting date. All mail was sent to the owner, tax and LLC address as shown on the Hamilton County Auditor and Ohio Secretary of State website. All mail was returned. The first two letters are form letters that were sent to all properties initially believed to be rentals. Staff believed this property to be a rental based on the following evidence: owner address differs from the property address, multiple properties owned by the same owner, no owner occupancy tax credit, and has completed the Hamilton County Auditor Rental Registration.

# COLERAIN

TOWNSHIP - OHIO

- **Staff Recommendation:** To take no action

## Questions for staff: None

**Motion:** Board Member Baldwin made the motion to take staff's recommendation and take no further action, Board Member Schaefer seconded the motion.

**Vote:** YES(4), NO(0), ABSTAIN (0)

### d. CERB-25-79 (BMOLLOY Rental Properties LLC)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property, 10744 Invicta Cr. was initially sent a letter regarding rental registration on June 30, 2023. The second letter was sent out on February 9, 2024. The final certified letter was sent on September 24, 2025, with the October meeting date. Staff believes this property to be a rental based on the following evidence: the owner's address differs from the property address, there are multiple properties owned by the same owner, no owner occupancy tax credit, and they have completed a Hamilton County Auditor rental registration.
- **Staff Recommendation:** take no further action as this property has been registered to the rental registration.

## Questions for staff: None

**Motion:** Board Member Henson made a motion to take staff's recommendation to take no further action. Board Member Baldwin seconded the motion.

**Vote:** YES(4), NO(0), ABSTAIN (0)

### e. CERB-25-80 (Barger Realty LLC)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property, 5966 Blue Rock Rd., was initially sent a letter regarding rental registration on June 30, 2023. Their second letter was sent on February 9, 2024. The final certified letter was sent on September 24, 2025, with the October meeting date. All mail was sent to the owner and tax address shown on the Hamilton County Auditor's page. The final notice was also sent to the registered agent as reflected on the Ohio Secretary of State's website. The certified mail was delivered to the tax address and the first two letters were sent to all properties initially believed to be rentals. Staff believes this property to be a rental based on the following evidence: the owner's address differs





from the property address, there are multiple properties owned by the same owner, no owner occupancy tax credit, and they have completed a Hamilton County Auditor rental registration.

- **Staff Recommendation:** To declare the following property as a rental property and shall be registered within 7 days of the October meeting. If not registered, the property shall be assessed with all registration fees, late fees, and administrative fees.

**Questions for Staff: None**

**Motion:** Mr. Henson made a motion to take staff's recommendation to declare the property as a rental and to assess the property as a rental with necessary fees, Mr. Schaefer seconded the motion.

**Vote:** YES(4), NO(0), ABSTAIN (0)

f. CERB-25-81 (Brookside Balconies LLC)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property, 2610 W Galbraith Rd., was initially sent a letter regarding rental registration on June 30, 2023. Their second letter was sent on February 9, 2024. The final certified letter was sent on September 24, 2025, with the October meeting date. All mail was sent to the owner and tax address shown on the Hamilton County Auditor's page. The final notice was also sent to the registered agent as reflected on the Ohio Secretary of State's website. The certified mail was delivered to the tax address and the first two letters were sent to all properties initially believed to be rentals. Staff believes this property to be a rental based on the following evidence: the owner's address differs from the property address, there are multiple properties owned by the same owner, no owner occupancy tax credit, and they have completed a Hamilton County Auditor rental registration.
- **Staff Recommendation:** Take no further action. The owner has registered the properties.

**Questions for staff: None**

**Motion:** Board Member Baldwin accepts staff's recommendation to take no further action. Board Member Henson seconded the motion.

**Vote:** YES(4), NO(0), ABSTAIN (0)

g. CERB-25-82 (CHEME LLC)

# COLERAIN

TOWNSHIP ~ OHIO

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property, 8887 Planet Dr., was initially sent a letter regarding rental registration on June 30, 2023. Their second letter was sent on February 9, 2024. The final certified letter was sent on September 24, 2025, with the October meeting date. All mail was sent to the owner and tax address shown on the Hamilton County Auditor's page. The final notice was also sent to the registered agent as reflected on the Ohio Secretary of State's website. The certified mail was delivered to the tax address and the first two letters were sent to all properties initially believed to be rentals. Staff believes this property to be a rental based on the following evidence: the owner's address differs from the property address, there are multiple properties owned by the same owner, no owner occupancy tax credit, and they have completed a Hamilton County Auditor rental registration.
- **Staff Recommendation:**
- **Applicant Presentation:** To declare the following property as a rental property and shall be registered within 7 days of the October meeting. If not registered, the property shall be assessed with all registration fees, late fees, and administrative fees.

## Questions for the Applicant: None

**Motion:** Board Member Schaefer takes staffs recommendation to assess the property, Board Member Henson seconded the motion

**Vote:** YES(5), NO(0), ABSTAIN (0)

h. CERB-25-83 (Designer Restorations LLC)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property, 8228 Georgianna Dr., was initially sent a letter regarding rental registration on June 30, 2023. Their second letter was sent on February 9, 2024. The final certified letter was sent on September 24, 2025, with the October meeting date. All mail was sent to the owner and the tax address shown on the Hamilton County Auditor's page. The final notice was also sent to the registered agent as reflected on the Ohio Secretary of State's website. The certified mail was delivered to the tax address and the first two letters were sent to all properties initially believed to be rentals. Staff believes this property to be a rental based on the following evidence: the owner's address differs from the property address, there are multiple properties owned by the same owner, no owner occupancy tax credit, and they have completed a Hamilton County Auditor rental registration.

# COLERAIN

TOWNSHIP ~ OHIO

- **Staff Recommendation:** To declare the following property as a rental property and shall be registered within 7 days of the October meeting. If not registered, the property shall be assessed with all registration fees, late fees, and administrative fees.

**Questions for staff:** None

**Discussion:** Officer Penley wanted to pose to the board to postpone this case to find out if another address, 9584 Ridgemoor Dr should be tied to it, given that it was registered under the same LLC for Hamilton County's Rental Registration. By postponing this case, staff would be able to take the time to determine if Designer Restorations LLC is still the owner of the property and if it is still a rental.

**Motion:** Board member Schaefer motioned to postpone CERB-25-83 into next month for further investigation into the address jurisdiction. Board Member Baldwin seconded the motion.

**Vote:** YES(4), NO(0), ABSTAIN (0)

**Discussion:** Mr. Hopewell was able to find information about 9584 Ridgemoor Dr. and determined that the property is no longer owned by Designer Restorations LLC.

**Motion:** Board Member Schaefer made a motion to resend the original motion and to declare this property as a rental and should be assessed with all fees. Board Member Henson seconded the motion.

**Vote:** YES(4), NO(0), ABSTAIN (0)

i. CERB-25-84 (Dolphin Dream Homes LLC)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property, 8670 Pippin Rd, was initially sent a letter regarding rental registration on June 30, 2023. Their second letter was sent on February 9, 2024. The final certified letter was sent on September 24, 2025, with the October meeting date. All mail was sent to the owner and tax address shown on the Hamilton County Auditor's page. The final notice was also sent to the registered agent as reflected on the Ohio Secretary of State's website. The certified mail was delivered to the tax address and the first two letters were sent to all properties initially believed to be rentals. After the certified letter was sent, the owner registered their property on Colerain Township's Rental Registration.
- **Staff Recommendation:** to take no further action as the property has



# COLERAIN

TOWNSHIP ~ OHIO

registered as a rental

## Questions for staff: None

**Motion:** Board Member Henson made a motion to take no action. Board Member Baldwin seconded the motion.

**Vote:** YES(4), NO(0), ABSTAIN (0)

j. CERB-25-85 (Ed Homes LLC)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property, 4630 Poole Rd, was initially sent a letter regarding rental registration on June 30, 2023. Their second letter was sent on February 9, 2024. The final certified letter was sent on September 24, 2025, with the October meeting date. All mail was sent to the owner and tax address shown on the Hamilton County Auditor's page. The final notice was also sent to the registered agent as reflected on the Ohio Secretary of State's website. The certified mail was delivered to the tax address and the first two letters were sent to all properties initially believed to be rentals. Staff believes this property to be a rental based on the following evidence: the owner's address differs from the property address, there are multiple properties owned by the same owner, no owner occupancy tax credit, and they have completed a Hamilton County Auditor rental registration.
- **Staff Recommendation:** take no further action as the property owner has registered their property.

## Questions for staff: None

**Motion:** Board Member Baldwin motioned to take staffs recommendation to take no further action. Board Member Schaefer seconded the motion.

**Vote:** YES(4), NO(0), ABSTAIN (0)

k. CERB-25-86 (2026 Meeting Dates)

Staff requested approval for 2026 CERB meeting dates.

**Motion:** Board Member Baldwin motioned to approve the 2026 CERB meeting dates. Board Member Schaefer seconded the motion.

**Vote:** YES(4), NO(0), ABSTAIN(0)

l. Staff Presentation - Past Case Update

Code enforcement officer, Nick Hopewell, gave an update on past cases.

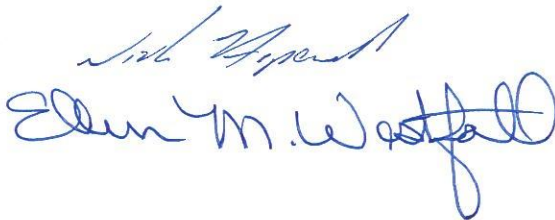


5. **Adjournment**

Next meeting on November 19, 2025.

Board Chair Westfall motioned for all in favor of adjournment to say Aye. All Board Members present stated aye.

Meeting was adjourned at 6:28pm.

A handwritten signature in blue ink. The signature is written in a cursive style and appears to read "Ellen M. Westfall".