

Minutes

July 16, 2025

1. **Opening of Meeting**

Ms. Westfall called the July 16, 2025, meeting to order at 6:00pm with all Board members present.

Present and Voting: Board Member Ms. Baldwin, Board Member Ms. Farris, Board Member Mr. Henson, Board Member Mr. Schaefer, Board Chair Ms. Westfall

Absent: None

2. **Pledge of Allegiance**

Board Chair Ms. Westfall recited the Pledge of Allegiance.

3. **Approval of Minutes**

Motion: Mr. Schaefer motions to approve the June 18, 2025, minutes as is. Ms. Baldwin seconded the motion.

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

4. **New Business**

a. CERB-25-54 Through CERB-25-56 (Emily I Emmons)

- **Staff Presentation:** Presentation was given by Code Enforcement Officer, Nick Hopewell.
- **Details of case:**
 - The initial letter was sent out on June 30, 2023. The second letter was sent out on February 9, 2024. The final and certified letter, which had the July meeting date on it, was sent out on June 26, 2025. All mail was sent to the owner and tax address shown on the Hamilton County Auditor's page. All mail that was sent to the Yellowstone address was returned.
 - Staff believe these properties are rentals based on the following evidence: 1. Owner's address differs from the property address. 2. Multiple properties owned by the same owner, 3. no owner occupancy tax credit, 4. completed Hamilton County Auditor Rental Registration.
- **Staff Recommendation:** To declare the following CERB Cases to be in fact Rental Properties and will be viewed as such. Staff recommend that the properties should be registered in 7 days following this hearing and, if not registered, each case will be assessed for all registration fees, late fees, and



administrative fees.

Public hearing

- **Applicant Presentation:** N/A
- **Meeting attendees speak in favor or against case:** N/A

Questions for Staff:

- None

Motion: Mr. Schaefer motioned to take the staff's recommendation for CERB-25-54 through 56. Ms. Baldwin seconded the motion.

Vote Result: . Yes (5), No (0), Abstained (0)

b. CERB-25-57 (Leela Kuikel & Bhima Bajgai)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell.
- **Details of case:**
 - The initial letter was sent on June 30, 2023. The second letter was sent on February 9, 2024. The final and certified letter, with the July meeting date, was sent on June 26, 2025. All mail was sent to the owner and tax address as shown on the Hamilton County Auditor's website. All mail was sent to Harry Lee and was returned.
 - Staff believes this property is indeed a rental for the following reasons:
1. Multi-unit Building, 2. Multiple properties owned by the same owner
 - The owner of the property registered their building on Colerain Township's Rental Registration.
- **Staff Recommendation:** Take no further action

Public Hearing

- **Applicant Presentation:** N/A
- **Meeting attendees speak in favor or against case:** N/A

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Questions for the Applicant:

- None

Motion: Ms. Baldwin motioned to accept the staff's recommendation to take no further action. Ms. Farris seconded the motion.

Vote Result: . Yes (5), No (0), Abstained (0)

c. CERB-25-58 Through CERB-25-60 (Leela Kuikel)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:**
 - The initial letter was sent on June 30, 2023. The second letter was sent on February 9, 2024. The final and certified letter, with the July meeting date, was sent on June 26, 2025. All mail was sent to the owner and tax address as shown on the Hamilton County Auditor's website. The certified mail was not delivered.
 - Staff believe these properties are rentals for the following reasons: 1, Owner's address differs from the property address, 2. Multiple properties owned by the same owner, 3. no owner occupancy tax, 4. Completed Hamilton County Auditor Rental Registration.
 - The owner of the properties recently registered all three properties with Colerain's Rental Registration.
- **Staff Recommendation:** To take no further action.

Public Hearing

- **Applicant Presentation:** N/A
- **Meeting attendees speak in favor or against case:** N/A

Questions for the Applicant:

- None

Motion: Mr. Henson motioned to take the staff's recommendation and take no further action. Ms. Farris seconded the motion.

Vote Result: . Yes (5), No (0), Abstained (0)

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d. CERB-25-61 & CERB-25-62 (Sequoia Court LLC)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:**
 - The initial letter was sent on June 30, 2023. The second letter was sent on February 9, 2024. The final and certified letter, with the July meeting date, was sent on June 26, 2025. All mail was sent to the owner and tax address as shown on the Hamilton County Auditor's website.
 - Staff believe these properties are rentals for the following reasons: 1. Owner's address differs from the property address, 2. Multiple properties owned by the same owner, 3. no owner occupancy tax, 4. Completed Hamilton County Auditor Rental Registration.
 - The owner of the properties recently registered both properties with Colerain's Rental Registration.
 - Staff had taken phone calls back and forth to communicate with the property owner. After some calls back and forth, the property owner registered the property's on Colerain's Rental Registration.
- **Staff Recommendation:** To take no further action.

Public Hearing

- **Applicant Presentation:** N/A
- **Meeting attendees speak in favor or against case:** N/A

Questions for Staff:

- None

Motion: Ms. Baldwin motioned to accept the staff's recommendation and take no further action. Mr. Henson seconded the motion.

Vote Result: . Yes (5), No (0), Abstained (0)

e. CERB-25-63 & CERB-25-64 (Choice Center Inc.)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:**
 - The initial letter was sent on June 30, 2023. The second letter was sent

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on February 9, 2024. The final and certified letter, with the July meeting date, was sent on June 26, 2025. All mail was sent to the owner and tax address as shown on the Hamilton County Auditor's website.

- Staff believe these properties are rentals for the following reasons: 1, Owner's address differs from the property address, 2. Multiple properties owned by the same owner, 3. no owner occupancy tax, 4. Completed Hamilton County Auditor Rental Registration.
- The owner of the properties recently registered both properties with Colerain's Rental Registration.
- **Staff Recommendation:** To take no further action.

Public Hearing

- **Applicant Presentation:** N/A
- **Meeting attendees speak in favor or against case:** N/A

Questions for Staff:

- None

Motion: Mr. Schaefer motioned to take the staff's recommendation and take no further action. Ms. Farris seconded the motion.

Vote Result: . Yes (5), No (0), Abstained (0)

5. Adjournment

Staff gave a case update:

- CERB-25-02 (6710 Thompson Rd): The CERB board recommended a registration or assessment to to the Trustees. The owner has not registered so the property was declared vacant by the Board of Trustees with Resolution 62-25 and will be moving forward to be assessed.
- CERB-25-17 (9870 Pippin Rd): This case was dismissed due to a new tenant being located at the property.
- CERB-25-18 through 21 (AUX Funding): CERB recommended an assessment to the Board of Trustees. It was declared a rental by the Board of Trustees with resolution 44-25.
- CERB-25-22 through 25(RP2HAM LLC): CERB recommended an assessment to the Board of Trustees. The Trustees declared the properties a rental with resolution 45-25.

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- CERB-25- 23 (8810 Planet): The owner registered the property as vacant per the CERB board's approved motion.
- CERB-25-26 and 27(Centimeter Estates LLC): Following the meeting, the property owner did register the properties as rentals
- CERB-25-28 through 30 (Folkes, Junior): These were registered as rental properties.
- CERB-25-31 through 33 (CSMA FT LLC): Registered as a rental by the owner.
- CERB-25-34 and 35 (Ahsan Muhammad Salman): Registered the properties as rentals by the owner.
- CERB-25-36 (7681 Livingston Rd): CERB recommended assessment to the Board of Trustees. The Trustees declared the property vacant with the resolution number 63-25
- CERB-25-37 (2821 hYANNIS dR): CERB recommended registration/assessment to the Board of Trustees. The owner soon after the meeting registered and paid.
- CERB-25-38 and 40 (Ladisa Investments LLC): Registered as a rental property by the owner.
- CERB-25-41 and 42 (Tim Jenkins): CERB-25-41 Capstan was dismissed and confirmed recorded as land contract. CERB-25-42 Lakemeadow was heard in front of the CERB board and recommended going to the Board of Trustees. The property was declared a rental by the Board of Trustees, with Resolution 64-25
- CERB-25-43 and 44 (John Couch): owner registered their properties as rentals
- CERB-25-45 and 46 (XL Investments LLC): CERB recommended these properties to the board of Trustees for registration and assessment. It has not been presented to the board of Trustees at this time.
- CERB-25-47 through 49 (Charles Day): CERB recommended registration/assessment for these properties to the Board of Trustees. It has not been presented to the Board of Trustees at this time.
- CERB-25-50 and 51 (Yasmin LTD): CERB recommended registration and assessment to the board of Trustees. It has not been presented to the Board of trustees at this time.
- CERB-25-52 and 53 (Nordmeyer Property LLC): Registered as a rental property by owner.

Next meeting is August 20, 2025.

Motion: Mr. Henson motioned to close the meeting. Mr. Schaefer seconded the motion.
Vote: YES(5), NO(0), ABSTAIN(0)

Ellen M. Waffel *Nich Agnew*
8-20-25