

Minutes

December 17, 2025

1. **Opening of Meeting**

Board Chair Westfall called the meeting to order at 6:00pm

Roll Call:

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

Not Present & Not Voting: N/A

2. **Pledge of Allegiance**

Board Chair Westfall led everyone in the Pledge of Allegiance.

3. **Approval of Minutes**

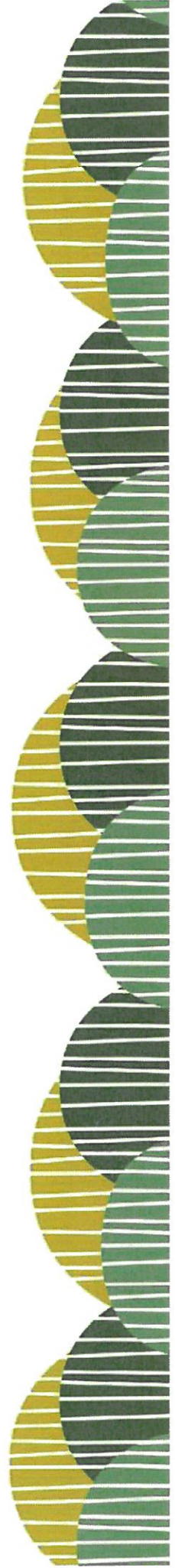
Motion: Board Member Henson made a motion to approve the November 19, 2025 meeting minutes. Board Member Baldwin seconded the motion.

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

4. **New Business - Rental Registration**

a. CERB-25-101 & CERB-25-102 (Trinity Realty Solutions)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property 11570 Regency Square Ct. is viewed as a rental property within Colerain Township but has not completed their fee payment since 2024 to the Township's Rental Registration. Evidence such as, being registered by the registered agent in 24' with no payment, communication through the portal indicating a payment would be made, the owner/registered agent failed to register in 2025, there is a completed Hamilton County Rental Registration, and multiple properties are owned by the same owner. All mail was sent to the owner's address as shown on the Hamilton County Auditor's website. The initial letter was sent on June 30, 2023 and confirmed, the second letter was mailed on February 9, 2024 and was confirmed. The last certified mail was sent on November 26, 2025 and was returned.
- **Staff Recommendation:** Staff recommends that payment shall be made within 7 days for CERB case 101 and 102. If payment is not received, all registration fees and late fees shall be assessed and put on the property tax.





Questions for Staff: None

Motion: Board Member Schaefer motioned to accept staff's recommendation for CERB-25-101 & CERB-25-102. Board Member Henson seconded the motion.

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

b. CERB-25-103 (Chrissy Brown)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property 2900 Geraldine Dr. is viewed as a rental property within Colerain Township but has not completed their fee payment since 2024 on the Township's Rental Registration. Evidence such as, being registered by the registered agent in 25' with no payment, prior group home application. All mail was sent to the owner's address as shown on the Hamilton County Auditor's website. The initial letter was sent on June 30, 2023 and confirmed, the second letter was mailed on February 9, 2024 and was confirmed. The last certified mail was sent on November 26, 2025 and confirmed. Ms. Brown called the day of the meeting and expressed that she does not plan on contesting her decision. At the moment, she is unsure if she will rent it out in the future. Ms. Brown mentioned that she would come in the upcoming week to pay her past due balance.
- **Staff Recommendation:** Staff recommends that payment shall be made within 7 days for CERB case 103. If payment is not received, all registration fees and late fees shall be assessed and put on the property tax.

Questions for Staff: None

Motion: Board Member Henson motioned to take staff's recommendation to declare the property as a rental and assess the property for all appropriate fees. Board Member Farris seconded the motion.

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

c. CERB-25-104 (Neumeister)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** Officer Hopewell wants to clarify to the board that the cover page lists the wrong address. Instead of 7490 Creekview, it should be 7240 Creekview #9. The property 7240 Creekview Dr #9 is viewed as a rental property within Colerain Township. The property owner has since registered their property as a rental.
- **Staff Recommendation:** Staff recommended to take no further action as the



property owner has paid all fees associated with the property.

Questions for Staff: None

Motion: Board Member Baldwin made the motion to take no action, Board Member Farris seconded the motion.

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

d. CERB-25-105 (Lane Cloyd Rick)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property 2790 Byneside Dr. is viewed as a rental property within Colerain Township. The property owner has since registered their property as a rental.
- **Staff Recommendation:** Staff recommended taking no action as the property owner had paid all fees associated with the property.

Questions for Staff: None

Motion: Board Member Baldwin took staff's recommendation to take no further actions. Board Member Henson seconded the motion.

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

e. CERB-25-106 (Colerain Crossing LP)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property 2753 Townterrace Dr. is viewed as a rental property within Colerain Township. The property owner has since registered their property as a rental.
- **Staff Recommendation:** Staff recommended taking no action as the property owner had paid all fees and late fees associated with the property.

Questions for Staff: None

Motion: Board Member Schaefer motioned to take staff's recommendation, Board Member Farris seconded the motion.

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

f. CERB-25-107 (Tender Legal 1 LLC)

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



Hopewell

- **Details of case:** The property 7050 Harrison Ave. is viewed as a rental property within Colerain Township but has not completed their fee payment since 2024 on the Township's Rental Registration. Evidence such as being registered by the registered agent in 25' with no payment and communication with the owner in regard to other issues. All mail was sent to the owner's address as shown on the Hamilton County Auditor's website. The initial letter was sent on June 30, 2023 and confirmed; the second letter was mailed on February 9, 2024 and was confirmed. The last certified mail was sent on November 26, 2025 and has not been confirmed. After this case was created, the property owner had provided payment for their fees and past due balance.
- **Staff Recommendation:** Staff's new recommendation is to take no further action as all fees have been paid for.

Questions for the Applicant: None

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

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

g. CERB-25-108 (BBSB Holdings LLC)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property 10843 Invicta Cr. is viewed as a rental property within Colerain Township. The property owner has since registered their property as a rental.
- **Staff Recommendation:** Staff recommended taking no further action as the property owner has paid all fees and late fees associated with the property.

Questions for Staff: None

Motion: Board Member Farris motioned to take staff's recommendation and take no further action. Board Member Baldwin seconded the motion.

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

h. CERB-25-109 & CERB-25-110 (PBC Capital LLC)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The properties, 2480 Clovercrest Dr & 7490 Pippin Rd. are viewed as a rental properties within Colerain Township but have not

completed their fee payment on the Township's Rental Registration. All mail was sent to the owner's address as shown on the Hamilton County Auditor's website. The initial letter was sent on June 30, 2023 and confirmed, the second letter was mailed on February 9, 2024 and was confirmed. The last certified mail was sent on November 26, 2025 and has not been confirmed. The owner reached out to ask how to register. The owner has registered but has not paid the registration balance. Staff still views this as not registered until the fees are paid off.

- **Staff Recommendation:** Staff recommends that payment shall be made within 7 days for CERB case 109 & 110. If payment is not received, all registration fees and late fees shall be assessed and put on the property tax.

Questions for Staff: None

Motion: Board Member Henson motioned to take staff's recommendation to declare the properties at 2480 Clovercrest Dr & 7490 Pippin Rd are rentals and should be assessed with all fees and late fees. Board Member Baldwin seconded the motion.

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

i. CERB-25-111 Through CERB-25-114

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The properties; 3373 Deshler Dr, 9785 Yuba Ct., and 3388 Ainsworth Ct. are viewed as a rental property within Colerain Township but have not completed their fee payment since 2024 on the Township's Rental Registration. Evidence such as being registered by the registered agent in 24' with no payment, communication through the portal indicates a payment would be made. The owner failed to register in 2025, completed Hamilton County Rental Registration, Owner's address differs from the property address, and multiple properties are owned by the same owner. All mail was sent to the owner's address as shown on the Hamilton County Auditor's website. The initial letter was sent on June 30, 2023 and confirmed; the second letter was mailed on February 9, 2024, and was confirmed. The last certified mail was sent on November 26, 2025 and has not been confirmed. The only official registration is at 3373 Deshler Dr. This property's late fees still need to be paid. The rest have not been registered. Staff stated they received an email from the property owner that they will be registering the properties. The properties have been registered but not paid for.
- **Staff Recommendation:** Staff has two recommendations. The first recommendation is that CERB-25-111 will need to pay all past due balances and all late fees within 7 days. If not paid, all late fees and past registration fees will be assessed to the property tax. The second recommendation is for CERB-

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25-112-114 to register their properties as rentals. If payment is not received, all registration fees and late fees shall be assessed and put on the property tax.

Questions for Staff: None

Motion: Board Member Henson motioned to take staff's recommendation on CERB-25-111 at 3373 Deshler Dr to pay all past fees and assess registration late fees and administration fees if not paid in seven days, and to declare CERB-25-112 at 7383 Deshler Dr, CERB-25-113 at 9785 Yuba Ct., CERB-25-114 at 3388 Ainsworth Ct. to be declared as a rental properties and be assessed for those properties. Farris seconded the motion.

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

j. CERB-25-115 Through CERB-25-120

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The properties, 2901 Banning Rd, 9260 Round Top Rd, 3231 Sovereign Rd. are viewed as rental properties within Colerain Township and have not completed their fee payment since 2024 on the Township's Rental Registration. Evidence such as All mail was sent to the owner's address as shown on the Hamilton County Auditor's website. The initial letter was sent on June 30, 2023, and confirmed. The second letter was mailed on February 9, 2024, and was confirmed. The last certified mail was sent on November 26, 2025 and has not been confirmed.
- **Staff Recommendation:** Staff recommends that payment shall be made within 7 days for CERB-115-120. If payment is not received, all registration fees and late fees shall be assessed and put on the property tax. *The property owner has since registered these properties. Staff now recommended taking no further action as the property owner has registered and paid for their properties on Colerain's rental registration.

Questions for staff: None

Motion: Board Member Schaefer takes staff's new recommendation to take no further action on CERB-25-115-120. Board Member Baldwin seconded the motion.

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

5. New Business - Vacant

a. CERB-25-121 (7905 Colerain Ave.)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property at 7905 Colerain Ave. is viewed as a vacant property. Initially, this property was investigated for a trash and for a tall grass violation and upon further investigation, it was seen to be vacant. The initial letter was sent on June 30, 2023 and confirmed, the second letter was mailed on February 9, 2024 and was confirmed. The last certified mail was sent on November 26, 2025 and has not been confirmed. The property owner stopped by the Police Department and talked to Lt. Penley and stated that they have someone who will be leasing the property, but they are waiting on some documents to be issued and that they have not moved in yet. The property owner stated to staff that the current business is for office space, which is a prohibited use in the area and thus, staff deemed it still vacant. Staff has gone by the property and noticed the trash had been cleaned up but the NOV sticker is still on the door. The owner stated to Lt. Penley that they could not make it to the December 2025 meeting date but if allowed by the board, the owner would like an extension into January to speak in front of the board. Lt. Penley confirms this statement to the board.
- **Staff Recommendation:** Staff recommends that payment shall be made within 7 days for CERB-25-121. If payment is not received, all registration fees and late fees shall be assessed and put on the property tax. *during the meeting, staff let the board decide if they would like to take the property owners proposal to extend this case in to the January 21, 2026 meeting.

Questions for staff: None

Motion: Board Member Henson made a motion to postpone this case until January 21, 2026. Board Member Farris seconded the motion.

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

6. **Old Business**

a. CERB-25-90 (3066 Compton Rd.)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property 3066 Compton Rd. is viewed as a rental property within Colerain Township. This case was continued from November to give the property owner time to decide if they will keep this property as a rental and register or not. Since the November meeting, the property owner decided to declare the property a rental and has since paid all fees associated

with the property and is now in compliance. Staff believes there is a tenant in the rental as well.

- **Staff Recommendation:** take no further action as the property owner has registered and paid for their property on Colerain's rental registration.

Questions for the Applicant: None

Motion: Board Member Baldwin takes staff's recommendation to take no further action as the property owner has registered their rental. Board Member Henson seconded the motion.

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

7. New Business - Administrative

a. Year End Case Update

Staff went through their end-of-year update.

Board Member Henson mentioned to staff that CERB case 93 states Capstan, but the minutes say Impala. Staff confirmed that this was a typo and was adjusted.

b. Discussion - Updates

Staff opens this up as a Q/A on the revisions of the CERB Policy. Board Member Schaefer makes the comment to staff that he does not believe they can "enforce" anything but instead make recommendations. Legal staff stated that they understand their concern with the wordage and that it can be changed if preferred. Staff also states that the trustees have expanded the CERB Board's resolution to give them more authority than before, which will have guide the case into the next step process. Board Member Schaefer understands but still sees their board as an advisory board. Legal staff stated that they also understand where the Board is coming from and will soften the wordage as well. Board Member Henson suggested to say "evaluate" to make sure this meets all the criteria for the Board.

Lt. Penley also added that CERB is adding in an appeals application. This will allow citizens to appeal their notice to the Board rather than staff sending out letters stating they will have to show up to a meeting.

Board Member Schaefer asked the question of if staff has any abilities to look back at rental or vacant properties to follow up if they have paid the fees. Staff stated that vacant properties in OpenGov have the final step of setting out a date 6 months in the future, which will trigger a reminder/task he will get when that 6 months is almost up. There is also a spreadsheet that staff uses to document the timeline of vacant properties. As far as rentals go, rental renewal emails are sent out first and then in January or February, letters will be sent out to remind those who haven't, to register their properties. If they do not register by March, they will start making cases. Usually by January 40% of rentals register and by March, about 80% of rentals register.



8. **Adjournment**

Next meeting January 21, 2026 at 6:00pm

Motion: Board Member Henson motion to adjourn the meeting. Board Member Schaefer seconded the motion.

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



POLICE DEPARTMENT



Edwin C. Cordie, III
Chief of Police

Lt. Dean A. Doerflein
Patrol Division

Lt. Jamie L. Penley
Support Services Division

Lt. Jon C. Middendorf
Investigative Division

APPROVAL OF MEETING MINUTES

Code Enforcement Review Board

Meeting Date: Wednesday, December 17, 2025 – 6:00PM

Code Enforcement Officer, Nicholas Hopewell

01-21-26

Date

Chairman of CERB, Ellen Westfall

01-21-2026

Date

