

Special Note: The following is a summary of the Minutes taken from the Recorder's Advisory Council meeting held on Thursday, December 10, 2009, and does not necessarily provide a detailed verbatim transcription of the Minutes.

MINUTES

**RECORDER'S ADVISORY COUNCIL
THURSDAY, DECEMBER 10, 2009
9:30 A.M.**

**CLARK COUNTY GOVERNMENT CENTER
500 SOUTH GRAND CENTRAL PARKWAY
1ST FLOOR, PUEBLO ROOM
LAS VEGAS, NEVADA 89155**

Members Present

Debbie Conway, Recorder, Clark County Recorder's Office
Martin Bressler, Chicago Title
Tami L Miramontes, Community Title Services of Nevada
Jason Rodriguez, Equity Title of Nevada
Linda Arillano, First American Title Company of Nevada
Joe Fitzgibbons, FNTG Las Vegas Title Group (servicing CTT, FNT, & TT)
Paul Bell, Greater Las Vegas Association of Realtors (GLVAR)
Steve Dover, Lawyers Title
Lisa Forbes, Nevada Title Company
Charles C. Clawson II, Noble Title
Lorrie Miller, Noble Title
Jack Woodcock, Prudential Americana Group, REALTORS
Jerry R. Smith, Realty One Group
Carolyn Paige, Republic Services
Zoya Tanksleg, Republic Services
Wil Andasol, Stewart Title of Nevada
Robert Rosales, TitleOne of Las Vegas Inc.
Clayton Freeman, TitleOne of Las Vegas Inc.

Members Absent

Debra Pomponio, Commerce Title Company
Tracey Keller, DHI Title
James Orate, Document Processing Solutions, Inc.
Valerie Connor, First American Title Company of Nevada
Caesar Espinosa, FNTG Las Vegas Title Group (servicing CTT, FNT & TT)
Sue Naumann, Greater Las Vegas Association of Realtors (GLVAR)
Ellie Lumsden, Keller Williams – Market Place
Keith Kelley, Kelley and Associates Real Estate
Laurie Quigley, Legal Wings
Robert C. Sherratt, Mesquite Title Company
Phillip Bouchard, National Title Company
Rene Espinosa, Nations Title Company of Nevada

Cyndi Riska, Nevada State Title
Robbie Graham, Nevada Title Company
Nick Nicholson, North American Title Company
Kehau Haia, Old Republic Title Company of Nevada
Patricia Perisco, Prudential Americana Group, REALTORS
Troy Hicks, Red Rock Title & Escrow Company
Tracy Sabol, SPL Inc

Guests

Georgia Brunson-Wright, Clark County Recorder's Office
Denise Gulia, Clark County Recorder's Office
Laurel Jimenez, Clark County Recorder's Office
Shauna Johnson, Clark County Recorder's Office
Eugene Mendiola, Clark County Recorder's Office
Maurice Reid, Clark County Recorder's Office
Sheila Salehian, Clark County Recorder's Office
Juanita Sul, Clark County Recorder's Office
Maggie Tellez, Clark County Recorder's Office
Susan Wohlbrandt, Clark County Recorder's Office

I. Call to Order

Debbie Conway, Clark County Recorder, called the meeting to order at approximately 9:41 AM.

II. Introductions

The committee members each introduced themselves and the company that they represented.

III. New Business

a. Approval of September 10, 2009 Minutes

The RAC members unanimously approved the minutes for the September 10, 2009 meeting.

b. Discussion- Follow up to Aptitude Solutions software implementation

Shauna Johnson, Clark County Recorder's Office, gave a quick follow up to the Aptitude Solutions software implementations and the concerns that were expressed in the September meeting. Stamp issues were addressed. **Johnson** informed the members that on October 5, 2009 changes were made so that the stamp going across the top of the document was moved back to the 3 inch by 3 inch space on the upper right hand corner. She then went on to say that the office was in the process of re-stamping about two months worth of documents. **Johnson** also noted that the process is still in the testing phase and that everyone will receive an update when the project is complete.

Denise Gulia, Clark County Recorder's Office, then addressed the issue of how documents are seen on the customer's side. There was an operational change that was made that allows customers to see which item was rejected within the reject package. She went on to explain that when a document is rejected, the deputy can identify which item within the package is being rejected and the reason why. **Gulia** adds that this new feature also applies if a document is noncompliant. However, when a document is resubmitted in this new system, the customer will have to submit a new transaction.

Wil Andasol, Stewart Title of Nevada, then expressed his concern about his company submitting a document and it getting rejected because the deputy did not see the clarification in the back. He stated that they were not able to resubmit the document because it was after 3:30 PM and asked why the Recorder's Office was not able to pull the package and still record it. **Gulia** explained that the Recorder's Office is not able to pull the package out of the queue. **Johnson** then informed the members of the more technical reason that at 3:30 PM the transmission turns off and if the package has not come through the queue yet there is no way to pull it. **Jack Woodcock, Prudential Americana Group, REALTORS**, inquired about the cut off time and asked if the Recorder's Office would consider extending it for Friday's so that title companies would not have to wait until Monday to have their document recorded. **Johnson** responded by saying that the cut off time is kept the same everyday because it is an automated system and reminded members that documents can still be brought into the office. **Debbie Conway, Clark County Recorder**, then stated that the Recorder's Office would discuss changing the cut off time on Fridays to 4:30 pm, which was subsequently implemented.

Jason Rodriguez, Equity Title of Nevada, questioned if an item is rejected, would it be possible to have the whole package checked and every rejection listed the first time. **Gulia** answered that the deputies have been instructed to look at every document within the package. **Eugene Mendiola, Clark County Recorder's Office**, added that if you submit a document and it is rejected numerous times because all the errors were not listed on the first try, please contact **Denise Gulia** or **Shelia Salehian** and CC him in an effort to ensure that we are following up accordingly.

Another question was brought up requesting certified copies electronically. **Gulia** replied that this still must be done by coming into the office. It is a raised seal that is not available electronically or through e-recording for security reasons.

c. Discussion- Re: Drop Offs (Title Companies)

Denise Gulia, Clark County Recorder's Office, gave a quick update on the drop off process. Drop off time in order to get your documents back that same day is between 8:00 am – 10:00 am. It was also mentioned that escrow accounts can be used for drop offs, as well as for ordering copies.

Tracy Sabol, SPL Inc, sent a few comments and questions to be discussed prior to the meeting. She stated that the drop off process was working well. However, she wanted to know if there was a possibility to get transaction numbers for each bundle, as well as access to online services. In addition, she requests that documents be ready by 4:30 pm so there is no need to wait. **Gulia** replied that transaction numbers are given per each bundle as soon as they are dropped off. These options are available to title companies if they are participating in the drop off process. Furthermore, documents are normally ready by 4:30 pm for pick up. The only instance, outside the norm, would be at the end of the month due to the high volume of documents presented for recording.

d. Management Changes

Debbie Conway, Clark County Recorder's Office, discussed management changes in the Recorder's Office. Maurice Reid is the new Senior Business Analyst. One of his current projects is the Henderson Branch office. Any questions regarding real property transfer tax or audit can be directed to Georgia Brunson-Wright, Senior Auditor, or Shirley Stein, Auditor II. Eugene Mendiola is the new Assistant Recorder. Any questions regarding recordation can be directed to Denise Gulia or Eugene. Sheila Salehian has taken Eugene's old position as Recordation Administrator. She will be available for questions as well.

e. **Reject and Void policy for E-Recording**

Shauna Johnson, Clark County Recorder's Office, mentioned that the Reject and Void Policy for e-Recording recently went out to those participating as e-Recording submitters. **Denise Gulia, Clark County Recorder's Office**, reminded RAC members that once a document is recorded, it cannot be voided or unrecorded. It becomes a public document. It is imperative to call the office as soon as possible if you notice a document has been submitted in error. If it has yet to be recorded, a manager may be able to assist you. The quickest way to identify the document you are attempting to suspend or reject is by the remote id or transaction number. This number can be found in your history in the e-Recording system.

A question was asked why an e-Recorded document cannot be re-recorded in the Recorder's Office. **Eugene Mendiola, Clark County Recorder's Office**, informed RAC members that title companies may e-Record a re-record through e-Recording if necessary. However, the company may not physically bring in an e-Record to be re-recorded. If the document must be brought into the office, a certified copy is required in order to re-record the document. The Clark County Recorder's Office cannot attest to a document being an original. Thus, the certification would be required.

Wil Andasol, Stewart Title of Nevada, discussed certain documents being rejected for the requestor's information on the Declaration of Value form in Nye County. For instance, some may state Stewart Title or Stewart Title of Las Vegas. Andasol requested possible clarification for what is acceptable in the requestor block. Conway stated that they will communicate with them and find out what the answer is. More discussion ensued.

f. **ERX E-Recording**

Shauna Johnson, Clark County Recorder's Office, announced that a third submitter ACS which has a product called ERX that will be brought on board. She said that earlier that week ACS successfully made their first submission into Clark County. They still had a few issues concerning document types that are used in Nevada but by the beginning of the next week the Recorder's Office would enable ACS to start production in Clark County. This would provide three submitters now available for the Recorder's Office. **Carolyn Paige, Republic Services**, inquired if one provider had something better to offer than the other. **Johnson** replied that the providers were not looked into that way; the idea is to give customers more options.

IV. **Miscellaneous Discussions**

Questions came up regarding the reopening of the branch office in Henderson. **Debbie Conway, Clark County Recorder**, informed everyone that an item is to go before the Board of County Commissioners regarding the re-opening. Once that is discussed, we will possibly be looking at a six week window to get everything together. The new location is slated to be moved a couple of doors down. If and when the office is up and running, an email will be sent out to notify the members.

Georgia Brunson-Wright, Clark County Recorder's Office, discussed new guidelines for handling Deeds upon Death. A handout regarding these new changes was distributed to the members. The Deed upon Death is a non-taxable event at the time the grantor files the original deed. As there is no transfer, there can be no tax. A declaration of value form is to be filed with \$0 tax. No exemption needs to be claimed at this time. Upon the death of the final grantor of the Deed upon Death, the declaration of value, the copy of the death

certificate and the death of grantor affidavit of the last grantor are presented for recording. At this time, NRS 375.090 (10) is the exemption to be used.

V. Public Comments

There were no public comments at this time.

**VI. Next Meeting Date: Thursday, March 18, 2010, 9:30 AM, 1st Floor, Pueblo Room,
Clark County Government Center, 500 S. Grand Central Pkwy., Las Vegas, NV 89155**

VII. Adjournment

The meeting was adjourned at 11:29 AM.