

Special Note: The following is a summary of the Minutes taken from the Recorder's Advisory Council meeting held on Thursday, June 14, 2012 and does not necessarily provide a detailed verbatim transcription of the Minutes.

MINUTES

**RECORDER'S ADVISORY COUNCIL
THURSDAY, JUNE 14, 2012
9:30 A.M.**

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

Members Present

Eugene Mendiola, Clark County Assistant Recorder
Tami Miramontes, Community Title Services of Nevada
Lisa Fershin, Equity Land Title
Sara Sorbello, Equity Land Title
Michael Dalberth, First American Title Company of Nevada
Julie Skinner, First American Title Company of Nevada
Michael Gilliam, FNTG Las Vegas Title Group
Paul Bell, GLVAR- Prudential Americana Group
Lisa Forbes, Nevada Title Company
Melissa McIntosh, Nevada Title Company
Brenda Durant, NexTitle
Troy Sears, NexTitle
Kimberly White, Noble Title
Kevin DiStefano, Noble Title
Brad Berrett, Republic Services
Bill Sung, SPL Inc.
Ryan Clegg, SPL Inc.
Justin Maffett, Stewart Title of Nevada

Members Absent

Debbie Conway, Clark County Recorder
Mona Baca-Shaw, California Hall Service
Joe McCaffery, Chicago Title Escondido
Debra Pomponio, Commerce Title Company
Tracey Keller, DHI Title
James Orate, Document Processing Solutions, Inc.
Jon Morgan, Equity Title of Nevada
Eric Puhl, Escrow Unlimited
JR Albrecht, First American Title Company of Nevada
Julie Skinner, First American Title Insurance Company of Nevada
Sue Naumann, GLVAR- Tsunami Properties Inc.
Keith Kelley, Kelley and Associates Real Estate

Daniel Potucek, Law Office of Daniel Potucek
Steve Dover, Lawyers' Title
Laurie Quigley, Legal Wings
Robert C. Sherratt, Mesquite Title Company
Rene Espinosa, Nations Title Company of Nevada
Gloria Elmen, Nevada State Bank
Cyndi Riska, Nevada State Title
Nick Nicholson, North American Title Company
Kehau Haia, Old Republic Title Company
Ellie Lumsden, Premier Realty Group
Jack Woodcock, Prudential Americana Group, REALTORS
Troy Hicks, Red Rock Title & Escrow Company
Susan Hescher, Service 1st Nevada
Jerry R. Smith, Tico Realty Group
Troy Hicks, Public Member

Staff

Susan Wohlbrandt, Clark County Recorder's Office
Maggie Tellez, Clark County Recorder's Office
Brandie Rangel, Clark County Recorder's Office
Courtney Hill, Clark County Recorder's Office
Chris Chong-Wong, Clark County Recorder's Office
David Pierce, Clark County Assessor's Office

I. Call to Order

Eugene Mendiola, Clark County Assistant Recorder, called the meeting to order at approximately 09:33 AM.

II. Introductions

The committee members each introduced themselves and the companies they represent.

III. New Business

a. Approval of December 15, 2011 Minutes

The RAC members unanimously approved the minutes for the September 15, 2011 meeting.

b. Training Outreach

Eugene Mendiola, Clark County Assistant Recorder, announced that the Recorder's Office had offered training sessions to the Realtor's Association companies and received positive feedback on receiving information on how to search both the Recorder's and Assessor's websites. **Mendiola** explained that the training sessions will allow the companies to search some of the documents that are recorded and also allow them to spot errors in recordings and allow them to report the errors to both the Recorder's Office and Assessor's Office. **Mendiola** then offered training sessions to title companies by having them provide the times, location, what type of training they would want.

c. Records Research Workshops

Eugene Mendiola, Clark County Assistant Recorder, mentioned that the Recorder's Office is conducting Records Research classes for the public from 5:30 p.m. to 6:30 p.m. and a flyer was distributed to all members in attendance. **Mendiola** mentioned that the schedule for the workshops will be the initial workshop in June and two workshops in July and the workshops will end in August with two workshops.

d. Legislative Changes

Eugene Mendiola, Clark County Assistant Recorder, mentioned that the last legislative change that affected the Recorder's Office was the \$3.00 increase on recording fees to provide funding for the Legal Aid Center of Southern Nevada. **Mendiola** mentioned that if there is any other changes that all members will be notified of such changes.

e. Blank Checks

Eugene Mendiola, Clark County Assistant Recorder, mentioned that the Recorder's Office was declining blank checks from advice given by the County's legal counsel to not accept blank checks. This directive is so this office can be more uniform in not accepting blank checks from over the counter or any that are mailed in. **Mendiola** also mentioned that any written checks should reflect all fees, and should not have any limitations on the checks such as "Not to exceed" and should be the total amounts according to the recording fee schedule, including any non-compliance and RPTT fees. **Mendiola** mentioned that this allows the title companies to review the transactions for any discrepancies in the fees and have the issues cleared before the transaction is completed.

Tami Miramontes, Community Title Services of Nevada, asked if title companies should come with multiple checks in case there will be a non-compliant document. **Mendiola** then mentioned that the main enforcement for the non-compliance is the 1 inch margins and the usage of black on any writings and if the document seems to not be within the 1 inch margin.

Julie Skinner, First American Title Company of Nevada, asked if there will be refunds issued if the check presented is over the amount that is shown for the recording. **Mendiola** replied that as long as the refund is over the amount of \$5.01 there will be a refund issued to the customer.

Michael Gilliam, FNTG Las Vegas Title Group, asked when the refunds would be issued. **Mendiola** replied that all refunds are processed through the County Comptroller's Office and approved through an agenda item on the Board of County Commissioners meeting before it is issued to the customer and the wait time is between 6-8 weeks. **Gilliam** then asked if there would be a more practical way to have the refunds issued. **Mendiola** replied that the recordings might be involving RPTT and this is considered prior to cutting the check for payment.

Lisa Fershin, Equity Land Title, stated that she noticed that there are times where there are issues with RPTT amounts taken out that maybe more than what is required and what are the actions taken on the mistakes. **Mendiola** replied that the deputy should be notifying the customer and correcting the issue. Management usually follows up after the quality check and make the appropriate adjustments. These matters are brought to the deputies' attention.

Julie Skinner, First American Title Company of Nevada, stated that RPTT errors could cause a rejection in the e-recording process. Would that be different if presented at the counter? **Mendiola** replied that the deputies are recording the values according to the

Declaration of Value forms and should be the amounts according to the declared sales price which is the nominal value or within the taxable sales value from the Assessor's Office within the past 5 years. These checks should be done by the customer prior to recording.

f. Escrow Accounts

Eugene Mendiola, Clark County Assistant Recorder, informed the council members of the escrow accounts which allows the customers to eliminate the usage of checks.

g. 2011 Annual Report and 2012 Goals

Eugene Mendiola, Clark County Assistant Recorder, informed the council members of the 2011 Annual Report and 2012 Goals. Copies were given to the RAC members.

h. Technology Updates

Courtney Hill, Clark County Recorder's Office, informed the council members that the Recorder's Office will launch a mobile website in July that customers would be able to research documents and also check if documents are recorded. Phase 2 of the project will allow for documents to be purchased at a different date.

IV. Miscellaneous Discussions

Michael Gilliam, FNTG Las Vegas Title Group, asked if the e-recording time could be pushed back from 4:30 p.m. to 4:00 p.m. **Mendiola** replied that this could be revisited, but there was a time in the past where it was done and there was little participation. There is a concern that last hour submittals would cause tie-ups to the e-recording process.

Michael Gilliam, FNTG Las Vegas Title Group, also asked if the instrument number could also be reduced to the older method of having just the book and instrument number. **Hill** replied that the new recording system created the change and there are issues with having the older method of the book and instrument number. **Hill** then mentioned that there was a time when having a larger stamp caused more problems. **Gilliam** mentioned that the new instrument number causes issues for the title companies when they are doing research. **Hill** replied that the title companies should be using the new method which was implemented for three years; however, the reduction of the instrument number can be looked at again.

V. Public Comments

**VI. Next Meeting Date: Wednesday September 13, 2012, 1st Floor, Pueblo Room,
Clark County Government Center, 500 S. Grand Central Pkwy., Las Vegas, NV 89155**

VII. Adjournment

The meeting was adjourned at 10:14 AM.