

Special Note: The following is a summary of the Minutes taken from the Recorder's Advisory Council meeting held on Thursday, September 9, 2010 and does not necessarily provide a detailed verbatim transcription of the Minutes.

MINUTES

**RECORDER'S ADVISORY COUNCIL
THURSDAY, SEPTEMBER 9, 2010
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
Tami L Miramontes, Community Title Services of Nevada
Tracey Keller, DHI Title
Lisa Fershin, Equity Land Title
Sara Sorbello, Equity Land Title
Jon Morgan, Equity Title of Nevada
Michael Dalberth, First American Title Company of Nevada
Valerie Connor, First American Title Company of Nevada
Caesar Espinosa, FNTG Las Vegas Title Group (servicing CTT, FNT & TT)
Paul Bell, Greater Las Vegas Association of Realtors (GLVAR)
Rene Espinosa, Nations Title Company of Nevada
Lisa Forbes, Nevada Title Company
Darren Walters, Noble Title
Kehau Haia, Old Republic Title Company of Nevada
Jack Woodcock, Prudential Americana Group, REALTORS
Brad Berrett, Republic Services
Tracy Sabol, SPL Inc
Wil Andasol, Stewart Title of Nevada
Jerry R. Smith, Ticor Realty Group

Members Absent

Martin Bressler, Chicago Title
Debra Pomponio, Commerce Title Company
Jack Enda, Document Processing Solutions, Inc.
Ellie Lumsden, Keller Williams – Market Place
Keith Kelley, Kelley and Associates Real Estate
Steve Dover, Lawyers' Title
Laurie Quigley, Legal Wings
Robert C. Sherratt, Mesquite Title Company
Cyndi Riska, Nevada State Title
Robbie Graham, Nevada Title Company
Nick Nicholson, North American Title Company

Troy Hicks, Red Rock Title & Escrow Company
Clayton Freeman, TitleOne of Las Vegas Inc.

Staff

Denise Gulia, Clark County Recorder's Office
Laurel Jimenez, 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
Susan Wohlbrandt, Clark County Recorder's Office
Maggie Tellez, Clark County Recorder's Office
Courtney Hill, Clark County Recorder's Office
Chris Grant, Clark County Recorder's Office
Chris Chong-Wong, Clark County Recorder's Office

Guests

Zane Burgeson, Clark County Assessor's Office
David Pierce, Clark County Assessor's Office

I. Call to Order

Debbie Conway, Clark County Recorder, called the meeting to order at approximately 9:33 AM.

II. Introductions

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

III. New Business

a. Approval of June 10, 2010 Minutes

The RAC members unanimously approved the minutes for the June 10, 2010 meeting.

b. Recording Multiple Transactions as One document

Eugene Mendiola, Clark County Recorder's Office, gave the members a brief statement on the issue with recording multiple transactions and parcel numbers on one document. **Mendiola** explained the necessity to separate transactions into separate documents, for the purpose of indexing as well as public searching. It is suggested that each title company or individual should send in transactions with multiple parcel numbers as their own separate and payable documents. Once the Recorder's Office receives these documents, they will review and give feedback to the customers and title companies on whether the documents are acceptable or not (done through the District Attorney's representative). **Mendiola** also mentioned that the Recorder's Office is working on becoming more efficient with receiving, recording, and returning documents in a timely manner. Once the decision is made as to what the Recorder's Office may and may not allow, the members of the Committee, present and absent, will be notified immediately.

Jack Woodcock, Prudential Americana Group, REALTORS, asked a question regarding a possibility of a revenue increase (component). **Eugene Mendiola, Clark County Recorder's Office**, responded to his inquiry, by referring to the Nevada Revised Statutes.

Debbie Conway, Clark County Recorder's Office, responded that the Recorder's Office will not implement any immediate change in policy, and therefore will not begin charging for multiple transactions in one document. The District Attorney is reviewing the process, as well as the law, and is working on a solution for this matter. **Conway** assured the members that once the District Attorney contacts the Recorder's Office, the title companies will be notified immediately of any policy change. Title companies will be given ample time to adjust accordingly.

Lisa Forbes, Nevada Title Company, inquired to whether there will be a double document charge, as in previous years, or whether the Recorder's Office will specifically require the separation of the documents. **Debbie Conway, Clark County Recorder's Office**, addressed her inquiry, and stated that no answer can be given until further notification by the District Attorney. **Conway** stressed that the right decision will be made in compliance with what the law states.

Tracy Sabol, SPL Inc., asked if there will be a need to amend the NRS, in order to make it compliant. **Conway** responded that the District Attorney will make the decision based on what the minutes stated and what happened at the time the law was passed.

c. U.S. Mail Delivery/Pick-Up One-time

Eugene Mendiola, Clark County Recorder's Office, provided information regarding the fact that the County has reduced the number of mail pick-ups to once per day. This pick-up time is usually after one o'clock. **Mendiola** mentioned that this is a way that the County is trying to reduce costs.

d. KRONOS will require Hours of Operation to be Followed

Eugene Mendiola, Clark County Recorder's Office, stated that the Recorder's Office now uses the KRONOS system as their primary time-keeping and payroll system. KRONOS requires the Recorder's Office to cut off payroll processing at a certain time. **Mendiola** advised that indexing parcel numbers and party names becomes difficult to do, within a short allotted time period that Deputies face. Deputies, who might be dealing with a customer with multiple documents towards the end of their shift, may not be able to go over their scheduled time to accommodate the customer. This item of business was brought up due to the influx of documents towards the closing hours of the office. **Mendiola** requested that title companies, as well as individuals, make an effort to provide substantial time for Deputies to be able to record multiple documents. Supervisors and managers will be available to assist with the workload.

Tami L Miramontes, Community Title Services of Nevada, explained that she had brought ten documents into the office at around 4:25 PM, and was told that she might not be able to get her documents recorded. **Mendiola** replied to her inquiry, by saying that each of those five documents could be thirty pages long, adding up to a total of 150 pages that need to be reviewed before being recorded. **Mendiola** also advised that the customer come with documents prepared and ready to record, especially in cases in the later hours of the day. The customer should be prepared because if their documents are properly prepared, indexing and recording will not be a problem. However, documents that have issues, have to go through certain processes of checking supporting documentation, as well as audit reviews, which in turn increases the time for recording.

Denise Gulia, Clark County Recorder's Office, also stated that in any situation where a customer has a request, the customer should escalate the issue to a supervisor. From there,

the supervisor can disperse the multiple documents amongst the other Deputies, therefore quickening the process of recording.

e. Update of Technology Projects

Laurel Jimenez, Clark County Recorder's Office, formally welcomed and recognized the addition of **Courtney Hill, Clark County Recorder's Office**, who had previously worked in the Assessor's Office. **Jimenez** also gave a brief statement on the technology projects that the Recorder's Office is implementing.

A Digitization project, headed by **Hill**, will put all of the microfilm into images on the computers, making it more readily available and accessible when doing searches. A second project is the enhancing of the OnCore Recordation System. New features in this system consist of an audit queue, which will streamline the process of recording. Any transactions that are suspended for audit reasons, will automatically be put into the electronic audit queue, where auditors can more readily and efficiently review them. Another feature to the new OnCore system is business continuity, which will allow the Recorder's Office to continue recording documents, in the event that the office is disconnected to the main server, which is off site.

f. E-Recording with U.S. Recordings

Laurel Jimenez, Clark County Recorder's Office, mentioned that US Recordings now E-Records with the Recorder's Office. US Recordings is now one of four companies that E-Record with the office.

Caesar Espinosa, FNTG Las Vegas Title Group (servicing CTT, FNT & TT), inquired on how the documents are reviewed, once received through e-recording. **Espinosa** stated that in the past, his company has sent in a document for recording and received it back multiple times, each time for an issue on a different page. **Espinosa's** inquiry led to the question of whether the entire document is checked after an issue is found on the document. **Sheila Salehian, Clark County Recorder's Office**, assured that the new implementation of the "Deed Check List" will ensure that the entire document will be checked and the customer will be notified of every issue.

g. Website Revisions mandated by Clark County

Laurel Jimenez, Clark County Recorder's Office, gave a brief visual and discussion of the new Clark County website, which is currently under construction. While the website was under construction, anyone who had the Recorder's Office Home Page as a favorite or bookmark, was redirected to the County's website if they attempted to access it. From there they were able to go to the Recorder's Office Home Page.

Debbie Conway, Clark County Recorder's Office, commented that issues such as the implementation of KRONOS and the website revisions affect the entire County. **Conway** asked for the patience and cooperation of the title companies as the Recorder's Office tries to work around these implementations.

IV. Miscellaneous Discussions

Jack Woodcock, Prudential Americana Group, REALTORS, addressed the Clark County Assessor's Office guests and inquired on the assessor's taxable value in comparison to the true value of a property. **Zane Burgeson, Clark County Assessor's Office**, replied that it is

evident that the values of properties across the valley have significantly dropped. **Burgeson**, as well as **David Pierce, Clark County Assessor's Office**, addressed the question in further detail.

Tracey Keller, DHI Title, asked the Assessor's Office representatives about supplements, in dealing with construction. The inconsistency of the supplements was a concern, as well as the companies being notified as to whether the supplement is coming. **Pierce and Burgeson** addressed her concern and assured her that they would find a definite answer from the Assessor's Office.

Laurel Jimenez, Clark County Recorder's Office, inquired on combining parcel numbers, in regards to older and newer parcel numbers. **Tracy Sabol, SPL Inc.**, also inquired with the same question. **Burgeson** addressed both of their questions.

Jon Morgan, Equity Title of Nevada, inquired about the need for certified Marriage Certificates on deeds when they have different last names. Marriages taken place in Clark County are accessible on a search, and **Morgan** inquired if the proof of marriage in Clark County is sufficient for exemption 5 as supporting documentation. **Mendiola** stated that because of the directions received from the Department of Taxation, the Recorder's Office requires certified Marriage Certificates to support the exemption claimed.

Lisa Forbes, Nevada Title Company, expressed her concern for the delay in the e-recording queue. The submission time for e-recording is 8:00am-3:30pm. **Forbes** stated that sometimes they don't receive their documents back, until the closing hours of the Recorder's Office. **Mendiola** answered that sometimes the server goes down. E-recording, drop-off's, and front line customers are all of equal priority. The Limited Human Resources have to be shifted to cover all the facets of the operation.

V. **Public Comments**

VI. **Next Meeting Date:** Thursday, December 16, 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 10:39 AM.