

**Special Note:** The following is a summary of the Minutes taken from the Recorder's Advisory Council meeting held on Thursday, December 16, 2010 and does not necessarily provide a detailed verbatim transcription of the Minutes.

## **MINUTES**

**RECORDER'S ADVISORY COUNCIL  
THURSDAY, DECEMBER 16, 2010  
9:30 A.M.**

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

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### **Members Present**

Debbie Conway, Recorder, Clark County Recorder's Office  
Lisa Fershin, Equity Land Title  
Jon Morgan, Equity Title of Nevada  
Betsy Hughes, First American Title Company of Nevada  
Linda Arellano, First American Title Company of Nevada  
Rene Espinosa, Nations Title Company of Nevada  
Lisa Forbes, Nevada Title Company  
Amanda Terrill, Nevada Title Company  
Dianne Weimer, Noble Title  
Jack Woodcock, Prudential Americana Group, REALTORS  
Brad Berrett, Republic Services  
Tracy Sabol, SPL Inc  
Wil Andasol, Stewart Title of Nevada

### **Members Absent**

Mona Baca-Shaw, California Hall Service  
Martin Bressler, Chicago Title  
Joe McCaffery, Chicago Title Escondido  
Debra Pomponio, Commerce Title Company  
Tami Miramontes, Community Title Services of Nevada  
Tracey Keller, DHI Title  
James Orate, Document Processing Solutions, Inc.  
Eric Puhl, Escrow Unlimited  
Caesar Espinosa, FNTG Las Vegas Title Group  
Sue Naumann, GLVAR- Tsunami Properties Inc.  
Paul Bell, GLVAR- Prudential Americana Group  
Ellie Lumsden, Keller Williams – Market Place  
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

Cyndi Riska, Nevada State Title  
Nick Nicholson, North American Title Company  
Kehau Haia, Old Republic Title Company of Nevada  
Jerry Smith, Realty Ticor Group  
Troy Hicks, Red Rock Title & Escrow Company  
Clayton Freeman, TitleOne of Las Vegas Inc.  
Jerry R. Smith, Ticor Realty Group

Staff

Eugene Mendiola, Clark County Recorder's Office  
Denise Gulia, Clark County Recorder's Office  
Georgia Brunson-Wright, Clark County Recorder's Office  
Laurel Jimenez, 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  
Juanita Sul, Clark County Recorder's Office  
Maggie Tellez, Clark County Recorder's Office  
Courtney Hill, Clark County Recorder's Office  
Billy Purcell, Clark County Recorder's Office  
Chris Chong-Wong, Clark County Recorder's Office

Guests

David Pierce, Clark County Assessor's Office

**I. Call to Order**

**Eugene Mendiola, Assistant Clark County Recorder**, called the meeting to order at approximately 9:38 AM.

**II. Introductions**

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

**III. New Business**

**a. Approval of September 09, 2010 Minutes**

The RAC members unanimously approved the minutes for the September 09, 2010 meeting.

However, **Lisa Fershin, Equity Land Title**, requested a revision to item V, stating that she didn't make the comment listed in the minutes. **Mendiola** took note of a revision to item V. The minutes were revised and updated accordingly.

**b. Update on Bulk Recordings**

**Debbie Conway, Clark County Recorder's Office**, followed up on the issue of bulk recordings from the previous RAC meeting. The District Attorney (DA) has been notified of the issue and is in the process of researching the intent of the actual law regarding this issue. **Conway** stated that everyone will be contacted and informed of what decision will be made.

As always, should any changes be made, ample time to adjust will be given to all customers of the Recorder's Office.

**Debbie Conway, Clark County Recorder's Office**, addressed the second issue with bulk recordings, stating that Real Property Transfer Tax (RPTT) will be charged to each individual document within that batch, per discussion with the DA. **Conway** stated that the answer from the DA was given in the form of an opinion, so the Recorder's Office will continue to implement this policy.

**Tracy Sabol, SPL Inc.**, asked for assurance that the amount collected is rounded up. **Georgia Brunson-Wright, Clark County Recorder's Office**, answered that the only way to calculate the correct amount of RPTT would be to collect tax on each document separately.

#### c. Discussion Re: Non-Compliance Fees

**Eugene Mendiola, Clark County Recorder's Office**, discussed the popular topic of non-compliance issues and the reasons for them. A county recorder shall charge and collect, in addition to any fee that a county recorder is otherwise authorized to charge and collect, an additional fee of \$25 for recording any document that does not meet the standards set forth in subsection 3 of NRS.247.110. A non-compliance fee will be charged to any document that does not meet the following requirements; proper paper size, ink color, and font size. Also, the document must have the proper 1-inch margins on every page of the document, with the required 3-by-3 space in the top right corner of the first page for the recording stamp.

**Jack Woodcock, Prudential Americana Groups, REALTORS**, suggested that we don't reserve the top right corner of a document for recording, to open up space towards the bottom of the page, where most non-compliance issues seem to take place. **Mendiola** explained the recording requirements, and the reasoning for the reserved 3-by-3 space in the upper right hand corner of documents. Customers are always given the option to correct the document to avoid paying the fee, however if they don't wish to go through the process of reformatting the document, the non-compliance fee must be paid in order to record.

**Debbie Conway, Clark County Recorder's Office**, gave a brief statement about the intent of the non-compliance fee. Every Recorder in the state of Nevada charges the same amount for a non-compliance fee. **Conway** also stated that the intent of this law is to encourage the public to comply, so that documents would come into the Recorder's Office legible and recordable, and able to be viewed for public access. The Recorder's Office receives no part of the non-compliance fee and only receives \$3 from the recording fee.

#### d. Technological Enhancements 2011-2012

**Courtney Hill, Clark County Recorder's Office**, gave an overview of the technological enhancements that the Recorder's Office is looking to complete within the next few years. The Business Continuity enhancement allows front counter recorders to continue and resume recording documents, should the Recorder's Office lose connection to the main database. The Failover deals with a new storage product to store images on. **Hill** followed up on the Digitization Project from the previous RAC meeting, and is pleased to announce that microfilm from January 1, 2000 to present can be viewed on computers through OnCore. The Digital Reel will be available once all of the images are digitized into the computer system. The microfilm readers will be removed, and the Digital Reel will be taking their places. A Supervisor Queue has also been added to OnCore, along with the Audit Queue. A gov-to-gov electronic recording module is also being looked into, to allow more agencies to E-Record with the Recorder's Office.

**Lisa Fershin, Equity Land Title**, inquired as to whom to contact if she is searching for a document on the Recorder's Search website, and comes across a document that doesn't match the one she is searching for. The contact for this type of issue would be either **Sheila** or **Denise**.

**Laurel Jimenez, Clark County Recorder's Office**, gave an update on the rest of the technological enhancements for the upcoming years. The Kiosk is on target to move forward. The launch of the new County website has achieved very positive feedback, possibly for its very service-oriented formatting.

**e. E-Recording Status Update**

**Laurel Jimenez, Clark County Recorder's Office**, gave an update on the rest of the technological enhancements for the upcoming years. **Jimenez** reiterated that the kiosk is on target to move forward. E-Recording is still consistent, between 30%-40% being submitted as such.

**f. Launch of New County Website**

**Laurel Jimenez, Clark County Recorder's Office**, stated that the new County website is very service-oriented, and the Recorder's Home Page remains the same as it was before the new website was launched.

**Debbie Conway, Clark County Recorder's Office**, informed the members that the dates listed on the technological enhancements are projected dates for when the enhancements should take effect, and that they should keep in mind these are not exact dates.

**g. State of Nevada Department of Taxation (NAC) Changes**

**Georgia Brunson-Wright, Clark County Recorder's Office**, discussed the changes that NAC has made, and how they will possibly affect the title companies as well as their business with the Recorder's Office. Changes in the way value is calculated will be done through increasing the amount the tax is due on, rather than increasing the tax. Requirements to qualify for exemptions are being redefined, specifically Exemptions one and three. It is advised that the members review these revisions. The Department of Taxation is now looking to provide an exemption dealing with an inadvertent deed that should not have been recorded. Council members can view these proposed regulations on the Legislative Bureau's website, or contact a Recorder's Audit member. Members of the Nevada Tax Commission can be contacted if someone has a question or wants to propose a change to these proposed regulations.

**IV. Miscellaneous Discussions**

**Jack Woodcock, Prudential Americana Group, REALTORS**, addressed the Clark County Assessor's Office guest regarding the decrease in value of properties, as well as their assessed values. Also, there is a concern regarding the increase of improvement value of a property in a declining market, where as the land value has gone down. **David Pierce, Clark County Assessor's Office**, responded to this inquiry stating that the Notice of Value's have gone out and Appeals are already being sent into the Assessor's Office. **Pierce** stated that if there are any questions regarding assessed values, contact an appraiser in the Assessor's Office.

**Eugene Mendiola, Clark County Recorder's Office**, discussed a new policy change for the Recorder's Office, dealing with personal checks and marriage certificates. Effective January 2011, the Recorder's Office will no longer accept personal checks. Other forms of payment that are still acceptable include cashier checks, money orders, company checks, and credit cards and cash in person ONLY. Credit cards can also be used for online purchases as well. Also effective January 2011, the Recorder's Office will no longer be distributing non-marriage letters that show someone was not married in Clark County.

**Debbie Conway, Clark County Recorder's Office**, stated that these new policies are being put into effect to help alleviate lengthy processes such as contacting individuals for bad checks. **Conway** assured that the Recorder's Office does not think of new policies overnight, and that they go through the proper procedures to implement new policies, which includes consulting with the DA.

**Tracy Sabol, SPL Inc.**, asked if a document recorded in the year 1890 would be viewable through microfilm in the Recorder's Office. **Laurel Jimenez, Clark County Recorder's Office**, responded to her question and will follow up at the next RAC meeting.

**V. Public Comments**

**VI. Next Meeting Date:** Thursday, March 17, 2011, 9:30 AM, 1<sup>st</sup> Floor, Pueblo Room,  
Clark County Government Center, 500 S. Grand Central Pkwy., Las Vegas, NV 89155

**VII. Adjournment**

The meeting was adjourned at 10:31 AM.