



Minnesota Electronic Real Estate Recording Commission (ERERC)

| | | |
|---|--|---|
| Date and Time Meeting Scheduled: | July 16, 2009 1:30 PM | |
| Meeting Location: | MSRS Building, 60 Empire Drive, St. Paul MN | |
| Attendees: | X – In attendance E – Excused NA – Not in Attendance | |
| | Jeanine Barker, Lyon County | X |
| | Teresa Bulver, US Bank | E |
| | Jeff Carlson, US Recordings | X |
| | Michael Cunniff, Hennepin County | X |
| | Bob Horton, Minnesota Historical Society | E |
| | Eileen Roberts, William Mitchell College of Law | X |
| | Ryan Tangen, Becker County | E |
| | Pam Trombo, US Recordings | X |
| | Sally Olson, Staff - LCC | X |
| | Diane Henry-Wangenstein, Staff – LCC | X |
| Observers/Guests in Attendance: | Kris Basilici, Carlton County Dallen Miner, Simplifile Larry Dalien, Anoka County Karen Renshaw, Gold Legal Docs Sherrie Simpson, Hennepin County Jinnelle Weis, Burnet Title <i>Note: Others may have been in attendance but did not sign the attendance sheet.</i> | |

1. Call To Order

The ERERC meeting was called to order by Mike Cunniff, Chair, at 1:45 pm. A quorum was present.

2. Approval of Agenda

Jeff Carlson moved approval of the agenda. Jeanine Barker seconded the motion. **The motion prevailed.**

3. Approval of Minutes

Ms. Barker moved approval of the June 11, 2009 meeting minutes. Mr. Carlson seconded the motion. **The motion prevailed.**

4. Subcommittee Reports

a. Trusted Submitter

Mr. Carlson briefed the members on the recent meeting of the trusted submitters subcommittee. The group met to discuss the process of the statement of commitment from trusted submitters and revise the statement of commitment form. It was decided that the process would be modified to have the submitter complete the form and turn it in to one central location instead of having agreements with each counties. The LCC, as the administrative office of the ERERC, would be the central repository for completed forms with posting to the ERERC website.

b. County Recording

Kris Basilici presented the most recent county recording survey results. Ms. Basilici advised that she would be changing the process from quarterly survey request to monthly.

5. eCRV Update

Mr. Cunniff shared that Department of Revenue (DOR) informed him they have made some changes to the eCRV form based upon suggestions received from submitters and that eCRV is close to going live in Dakota County. Kay Wrucke stated that Faribault County had recorded their first eWell certificate.

Members discussed the current status of eCRV as well as different options to speed up the roll out of the program. Mr. Cunniff –noted that he will contact Gordon Folkman, Director of the Property Tax Division, to advise him of the ERERC Model 2 standards and to discuss the progress of eCRV.

6. PRIA Conference Update

Ms. Wrucke updated the members on the PRIA Annual conference pointing out that two new board members as well as a new president, Richard Bramhall, were elected. Ms. Wrucke also spoke to two white papers that were presented at the conference including an e-Recording Guide for Counties by Bill Mori. Mr. Cunniff informed the Commission that Ms. Wrucke was elected vice president of PRIA. The ERERC members congratulated Ms. Wrucke on her election.

7. Model 2 Recording Standards

a. Public Comments Update

The members reviewed the public comments received regarding the proposed Model 2 standards. In total three public comments were received. Mr. Cunniff commended Pam Trombo, Larry Dalien and Ms. Basilici on all their work developing the model II standards. Discussion of the proposed standards ensued.

Ms. Barker moved the proposed model II standards be modified to reflect that if the document to be recorded is a Torrens document that does not refer to a reference number and also requires a legal, then a certificate of title number or a PIN is also required; if the document to be recorded is an Abstract document that does not refer to a reference number and also requires a legal, then a PIN is also required. And to not require a PIN number on any abstract document that has a reference number; that the document type entitled “Liens and Encumbrances” be changed to “Receipt and Waiver of Mechanics Lien Rights”; and that the document type entitled “Liens” be changed to “Other Liens”. Ms. Roberts seconded the motion. **The motion prevailed.** Ms. Trombo advised that she will revise the model II standards charts to accommodate the commission’s decision.

Ms. Barker moved approval of the modified model II standards. Ms. Roberts seconded the motion. **The motion prevailed and the Model II standards were adopted.**

Mr. Cunniff thanked the ERERC members and stakeholders for their work reaching this historic point for the state’s real estate industry. After modification by Ms. Trombo, the model II standards will be posted to the ERERC website and a press release will be issued notifying the state real estate industry of the adoption of the model II standards.

8. Proposal of Process for Counties New to Electronic Recording

Mr. Dalien briefed the Commission on the recent meeting of the County Recording Subcommittee and staff of the ERERC. He explained the Subcommittee discussed the process in which counties will inform the Commission of their intent to eRecord and developed a notice of intent to record form. Mr. Carlson moved to adopt the notice of intent form with a revision as discussed by the group, Ms. Barker seconded the motion. **The motion prevailed.**

9. Proposal of ERERC Website Structure

Ms. Henry Wangenstein explained the County Recording Subcommittee Members and ERERC staff also discussed the ERERC website structure. A draft of the website structure was reviewed. Mr. Carlson moved to approve the website structure, Ms. Barker seconded the motion. **The motion prevailed.**

10. Adjournment

There being no further business, the meeting adjourned at 3:58 pm.

Respectfully submitted,

Michael Cunniff, Chair