

**Spring/Summer**



# THE RECORDER



**FROM THE RECORDER, Michael E. Kozikowski, Sr.**

## MISSION STATEMENT

Our mission is to always "Put the Customer First" and to strive for continuous improvement by providing the types of services that meet the needs of our customers.

### OFFICE OFFICIALS:

Michael E. Kozikowski, Recorder  
Thomas G. Ferrier, Chief Deputy  
Edward Dale, Office Administrator  
Lisa Shellem, Office Administrator

### MAILING ADDRESS:

Recorder of Deeds  
Louis L. Redding  
City/County Building  
800 N. French St., 4th Floor  
Wilmington, DE 19801  
Phone: (302) 395-7749  
Fax: (302) 395-7732

### WEBSITE INFORMATION:

deeds.nccde.org  
deedsearch.nccde.org—for on-line  
records search

### HOURS OF OPERATION:

Monday through Friday  
8:00 a.m. to 3:45 p.m.

### HOLIDAY CLOSINGS:

Good Friday, Friday, March 30, 2018  
Memorial Day, Monday, May 28, 2018  
4th of July, Wednesday, July 4, 2018  
Labor Day, Monday, September 3, 2018

### FEE SCHEDULE:

## Message from the Recorder

Dear Citizens of New Castle County,

I would like to bring to your attention a couple of continuous improvement items that have been implemented and are scheduled for implementation in the New Castle County (NCC) Recorder of Deeds office. The goals and objectives of the Recorder of Deeds (ROD) for FY2018 and FY2019 are to provide our internal and external customers with many positive technological improvements and upgrades.

Over the past six months, my Senior Staff, NCC Office of Law Attorney Wilson Davis, the Delaware State Bar Association (DSBA) Real & Personal Property Committee and the State of Delaware Deputy Attorney General/Ombudsman Christopher Curtin, have approved a Standard Recording Procedure (SRP) for the Common Interest Communities. This procedure provides the Maintenance Corporations, Condominium and Civic Associations (CIC's) with acceptable examples and Exhibits for recording their governing documents. The SRP/ Exhibits will assist the CIC's when it is necessary for them to prepare their governing documents so the State standards and requirements are properly adhered to for having their governing documents recorded in the ROD. Please take the opportunity to view the link <http://www.nccde.org/DocumentCenter/Home/View/21940> which is featured on the ROD website. This item was implemented in January 2018.

Also, in the past six months my team has been partnering with the NCC Register of Wills office and the NCC Information Systems Department to provide our external customers with the ability to view all Register of Wills related documents on a designated computer station in the ROD Library. This continuous improvement item was implemented on February 7, 2018.

In February 2018, the ROD department received 59 new computer stations for the administrative staff and external customers in the ROD Library. The hardware upgrades implemented by the NCC Information Systems Department will provide my staff and the external customers with the efficiencies necessary for completing the various tasks and responsibilities.

Beginning March 2018 the ROD provided the external customers using the ROD Library the opportunity to view and request documents from the State of Delaware Prothonotary's office in New Castle County. For the past year my Chief Deputy Thomas Ferrier, Senior staff, State of Delaware, NCC Office of Law and Information Systems Department have been working towards this goal which has made available two computer work stations in the ROD Library for the purpose of accessing and payment of the documents without having to travel to the New Castle County Court House.

In April, the ROD will begin the software upgrades for the ROD Imaging Retrieval System. These upgrades will provide our internal and external customers with software improvements that will enhance their experience while performing various tasks when navigating through the database. Once the upgrades have been tested and evaluated for clear throughput to access this information, the ROD will communicate

## FY2018 & FY2019 Continuous Improvement Progress Report

the launch date to the customers.

Following the launch of the software upgrades my team will proceed with building The Home Ownership Association Portal (HOA). The portal will display single web pages of the 1,017 Common Interest Communities governing documents recorded in the ROD for the external customers to review at no cost. As stated in my report to you back in 2016 about the CIC 360 Action Plan, the CIC's have the ability to record their governing documents for free since September 6, 2016. Once the ROD HOA is launched, all viewers will have the ability to view these governing documents at no cost. The launch of the HOA Portal will complete the process of the CIC 360 Action Plan.

Also, one of our goals in FY 2018 is to add deeds and the remaining document types to our e-recording process so our external customers can utilize this paperless service on a daily basis.

Finally in conjunction with the Delaware State Bar Association Real & Personal Property Committee and my senior staff, we are moving forward to amend SB 32 which will require the Mortgagee (lending institutions) to record a single Notice of Change of Address in the respective County Recorder of Deeds office. This legislative action will provide our external customers with the current mailing address of the Mortgagee so the Mortgagee can receive timely correspondence from attorneys addressing Mortgagee foreclosures. The failure to record a Mortgagee Notice of Change of Address will create a bottleneck for a Mortgagee to proceed with moving forward in the foreclosure process within the court system.

I am looking forward to your response regarding any of the goals and objectives outlined above and implemented by my team.

Your humble elected servant,  
Michael E. Kozikowski  
New Castle County  
Recorder of Deeds  
Office: 302-395-7749  
Fax: 302-395-7732  
[mkozikowski@nccde.org](mailto:mkozikowski@nccde.org).

### 2nd Annual ROD Empowerment Continuous Improvement & 2017 Service Awards Meeting



The Recorder of Deeds Office held it's 2nd Annual ROD Empowerment Continuous Improvement & 2017 Service Awards Meeting on March 20, 2018. The purpose of the meeting was to acknowledge those employees who were celebrating milestone anniversaries as well as those who received commendations for excellent customer service in 2017. In addition, the Recorder, Michael E. Kozikowski, Sr. reviewed the upcoming Continuous Improvements for 2018, while County Executive Matthew Meyer, made remarks and assisted with the Services Awards Presentation. \*Milestone anniversaries recipients included: Michael E. Kozikowski, Sr., Edward Dale, Bonita Duhart, Lynn Jump and Lisa Shellem all of whom had 15 years of service. Congratulations!!!

## *Common Interest Community Fee Waiver SB 297*

On August 10<sup>th</sup> 2016, Governor Jack Markel signed SB. 297. This important legislation sponsored by Senator Blevins and Representative Mitchell is an Act to amend Title 9 of the Delaware Code relating to the collection of recording fees. On September 5<sup>th</sup> 2016, the Common Interest Community (CIC) can begin to record their governing documents at no cost in New Castle County. The bill was recognized to have significant merit by the Delaware State legislature. SB. 297 was unanimously passed in the Senate 15-0 and the House of Representatives 34-0. We recognize just how important it is to ensure that the current 1,017 Common Interest Communities and future CIC's in New Castle County are provided with the opportunity to record their governing documents at no cost. And more importantly, the incentive to keep these documents up to date," said Councilman George Smiley.

The synopsis of SB. 297 prohibits a county recorder from collecting a recording or filing fee from any common interest community or civic association when its respective county has elected to waive county recording fees for common interest communities and civic associations. "We recognize the important benefits this legislation creates for the Delaware common interest community," said Representative of the 13<sup>th</sup> District Larry Mitchell. "To eliminate the fee now provides the CIC's with a clear path forward to consistently record all of their governing documents."

## *Recorder of Deeds Civic Presentations*

On behalf of the New Castle County Recorder of Deeds Office I would like to describe to you our Understanding Land Records PowerPoint/Web Video presentation. The presentation is designed to inform the citizens of New Castle County and the primary business organizations about the Recorder of Deeds office and its various functions as well as the importance of recording your CIC (Common Interest Community) governing documents.

My staff and I will speak to your organization about the importance of the office and how it relates to them, show them how their tax dollars are being spent to provide efficient and effective customer service, and most importantly, provide an understanding of how to better utilize our office when needed. The presentation can be formatted to meet any time restraints. If your request is for a 1/2 hour to 1 1/2 hour presentation, we can accommodate it. The flexibility of the PowerPoint presentation focuses on who the audience is, and what specific interest or questions need to be addressed regarding the Recorder of Deeds Office.

Whether it is learning to use our operating imaging system or searching our NCC-Deeds.com web site, we will provide the citizens with information that will help them successfully complete their research.

If interested in the PowerPoint/Web Video presentation, please contact my Confidential Secretary, Berell Truitt at 395-7721 to establish the date and time. I look forward to meeting you in the near future.

Sincerely,

*Michael E. Kozikowski*

Michael E. Kozikowski, Sr.

Recorder of Deeds

## ***Common Interest Community Ombudsman***

### **Contact Information:**

Christopher J. Curtin  
Deputy Attorney General  
Common Interest Community Ombudsperson  
820 N. French Street  
Wilmington, DE 19801  
Tel: 302-577-8600  
Outside New Castle County: 800-220-5424  
Fax: 302-577-6499  
email: [CIC.OmbudsmanDOJ@state.de.us](mailto:CIC.OmbudsmanDOJ@state.de.us)  
Web site: <http://attorneygeneral.delaware.gov/fraud/cpu/ombudsman.shtml>  
Source: <http://attorneygeneral.delaware.gov/fraud/cpu/ombudsman.shtml>

## ***Frequently Asked Questions???***

**How do I get a copy of my deed or mortgage?** You can get a copy by either coming into our office which would cost you 50 cents per page by photo copying it or either visiting our website at [www.ncc-deeds.com](http://www.ncc-deeds.com) and purchase a copy of it for a cost of \$1.00 per page.

**How do I replace a lost deed?** You may obtain a certified copy of your deed from our office. This certified copy may act as the original.

**How do I change, add or erase a name on a deed?** A new deed must be prepared in order to change names on a deed.

**Is it necessary to delete a deceased spouse's name?** A spouse's name will change on the assessment records via will record or Register of Wills file number. The Register of Wills office generates this process after a file is opened in their office.

If you have any specific questions related to this office, please contact the following Office Administrators:

Lisa Shellem, Office Administrator  
NCC Recorders of Deeds Office  
Phone: (302) 395-7792  
Email: [LShellem@nccde.org](mailto:LShellem@nccde.org)  
Deeds, Mortgages, Satisfactions  
and other Recorded Documents

Edward Dale, Office Administrator  
NCC Recorder of Deeds Office  
Phone: (302) 395-7739  
Email: [EDale@nccde.org](mailto:EDale@nccde.org)  
Transfer Tax, Maps and Microfilm

### **Office Hours :**

Mon. - Fri. 8:00 a.m. - 3:45 p.m.

### **Location:**

800 North French Street,  
4th Floor  
Wilmington, DE 19801

### **Contact Us:**

Main Number :  
(302) 395-7700



### **Important Numbers:**

Register of Wills - (302) 395-7800  
Clerk of the Peace - (302) 395-7780  
Assessment- (302) 395-5520  
Land Use - (302) 395-5400