

## Request For Full Reconveyance

To Amerinational Community Services, Inc., a Minnesota Corporation, Trustee,

The undersigned is the legal owner and holder of the Promissory Note for a total sum of \$36,000.00 and all of other indebtedness secured by Deed of Trust dated FEBRUARY 9, 2010 made by JOYCE GREENE, AN UNMARRIED WOMAN, as Trustor, and recorded FEBRUARY 16, 2010, instrument no. 2010-0060497, of official records in the office of the County Recorder of San Bernardino County, California.

Said note together with all other indebtedness secured by said Deed of Trust, have been fully paid and satisfied; and you are hereby requested and directed, upon payment to you of any sums owing to you under the terms of said Deed of Trust, to cancel said note above mentioned, and all other evidences of indebtedness secured by Deed of Trust delivered to you herewith together with the said Deed of Trust and to reconvey, without warranty, to the parties designated by the terms of said Deed of Trust, all the estate now held by you under the same.

Dated 5/10/22

RE: 1000023698

By: 

Supriya Barrows

Deputy, Executive Officer



## County of San Bernardino DELEGATED AUTHORITY – DOCUMENT REVIEW FORM

This form is for use by any department or other entity that has been authorized by Board of Supervisors/Directors action to execute grant applications, awards, amendments or other agreements on their behalf. All documents to be executed under such delegated authority must be routed for County Counsel and County Administrative Office review prior to signature by designee.

**Note: This process should NOT be used to execute documents under a master agreement or template, or for construction contract change orders. Contact your County Counsel for instructions related to review of these documents.**

Complete and submit this form, along with required documents proposed for signature, via email to the department's County Counsel representative and Finance Analyst. If the documents proposed for signature are within the delegated authority, the department will submit the requisite hard copies for signature to the County Counsel representative. Once County Counsel has signed, the department will submit the signed documents in hard copy, as well as by email, to CAO Special Projects Team for review. If approved, the department will be provided routing instructions as well as direction to submit one set of the executed documents to the Clerk of the Board within 30 days.

*For detailed instructions on submission requirements, reference Section 7.3 of the Board Agenda Item Guidelines as the Delegation of Authority does not eliminate the document submission requirements.*

Department/Agency/Entity: Community Development and Housing

Contact Name: Bryan Anderson

Telephone: 909-501-0625

Agreement No.: \_\_\_\_\_ Amendment No.: \_\_\_\_\_ Date of Board Item 5/4/21 Board Item No.: 27

Name of Contract Entity/Project Name: Request for Full Reconveyance for borrower Joyce Greene- Loan # 1000023698

**Explanation of request/Special Instructions:**

On May 4, 2021, the Board of Supervisors delegated signature authority to the Director of Community Development and Housing. This signature authority includes, but is not limited to the signing of documents relating to U.S. Department of Housing and Urban Development (HUD) Certifications and various other HUD reports, correspondence and related documents as required by HUD. Currently there is a vacancy in the Director's position, therefore, it is required the Deputy Executive Officer sign as the Director of Community Development and Housing. The document for signature is the Request for Full Reconveyance for Loan No: 1000023698, which is a HUD Community Development Block Grant (CDBG) Loan. See continuation

**Insert check mark that the following required documents are attached to this request:**

- ☒ Documents proposed for signature (Note: For contracts, include a signed non-standard contract coversheet for contracts not submitted on a standard contract form).
- ☒ Board Agenda item that delegated the authority

Department Routed to County Counsel	County Counsel Name: <u>JUZANNE BRYANT</u>	Date Sent: <u>MAY 3 2022</u>
Reviewing County Counsel Use Only	Review Date <u>MAY 3, 2022</u> <u>J Bryant</u> Signature	Determination: <input checked="" type="checkbox"/> Within Scope of Delegated Authority <input type="checkbox"/> Outside Scope of Delegated Authority
CAO-Special Projects Use Only	Review Date <u>5/6/22</u> <u>Steven P. [Signature]</u> Signature	Disposition: <input checked="" type="checkbox"/> Route for signature to: ____ Chair ____ CEO <input checked="" type="checkbox"/> Department ____ Return to Department for preparation of agenda item