### **Loan Meeting Notes**

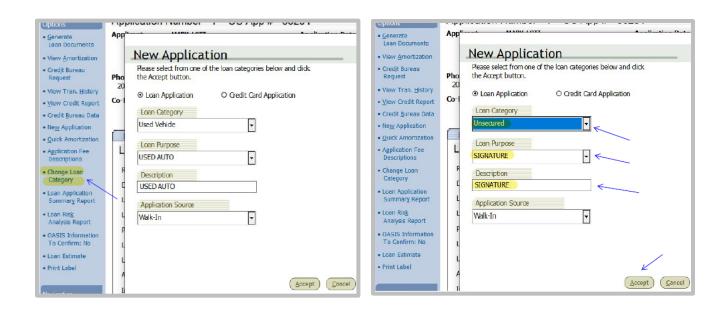
### July 18, 2024

Next planned meeting date: August 22, 2024

Attendees: Aaron, Anali, Andee, Boe, Gary, GinGar, Jade, Jamie R, Jamie S, Lacey, Laura H, Laura M, Lindsay, Liz F, Nick K, Rhonda, Rusty, Ryan, Shannon H, Shantell M, Tara.

# HELOC Applications:

- Put everything in Forza first and generate the application packet.
- o The application packet can be sent via Right Signature and electronically signed.
- Notes Tab in Forza: Put notes in the notes! If you start an application, put notes in Forza.
   This helps other lenders and is helpful for the auditors.
- Moving Loans for Compromised Accounts: Tara and GinGar are both able to assist in moving loans from compromised accounts to new accounts.
- Collateral Codes: Make sure you are booking the loan under the correct collateral code.
  - Changing Loan Category: The loan category can be changed after the loan is started in loan management in Forza.

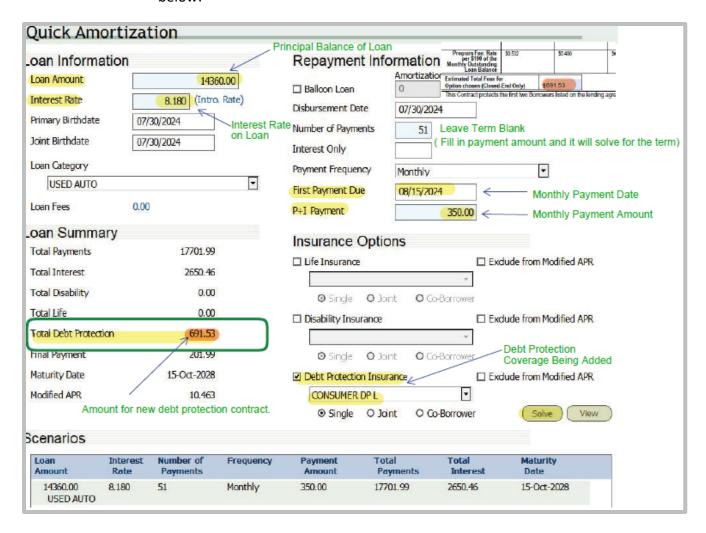


# • Loan Risk Analysis Report:

- This can be used instead of the Financial Data printout from Forza. Each page of the Loan Risk Analysis Report needs to be included in the documents. If there are notes in Forza on the loan they will print on the Loan Risk Analysis Report.
- Please do <u>not</u> use the Loan Risk Analysis Report <u>if you have a cosigner</u> on the loan. Each borrower needs to have their own debt to income obligations shown in the Financial Data tab and the Loan Risk Analysis combines them, which will not work.
- Adding Backend Products to Booked Loans: All documents signed should be scanned into the loan in Forza and into the L Drive- L:\ 1-LOAN DEPT\2024\ SUBSEQUENT ACTION FORMS
  - Debt Protection: To add debt protection to an existing loan, the member must sign a new debt protection contract. The subsequent election box must be checked, and the total fee amount should be included in the new contract.

	OPTIONS								
YOU ELECT THE FOLLOWING OPTION: (check only one box)	LifePlus Disability & Unemployment - Life Plus - Disability - Involuntary Unemployment	Disability Unemployment  - Disability - Involuntary Unemployment	x Disability  - Life Plus - Disability	LifePlus - Life Plus	No Protection				
Program Fee: Rate per \$100 of the Monthly Outstanding Loan Balance	\$0.532	\$0.400	\$0.382	\$0.175					
Option chosen (Closed-	Estimated Total Fees for Option chosen (Closed-End Only)  This Contract protects the first two Borrowers listed on the lending agreement.								
ELIGIBILITY QUESTION: Subject to the terms, conditions and exclusions, You are eligible for protection under this Contract if You are a Borrower on the and meet the eligibility requirements below.  If electing an option with Disability or Involuntary Unemployment, You must answer Question 1.  Are You actively working, for wages or profit, for 25 hours or more per week on the date You sign this Contract?  You will be considered actively working if You are absent from work due to sabbatical, strike, or vacation, but will soon return to working if You are on an Annual, Regularly Scheduled or Seasonal Layoff, medical or Disability leave.  Borrower 1  Yes  No  If at least one Borrower answered "Yes" to Question 1, both Borrowers are eligible for options that include Disability or Involuntary									
Important Notices: Please read this Contract in its entirety. You are bound by the terms and conditions of this Contract.  We reserve the right to refuse Your purchase of the protection.  In this Contract, the term "You" or "Your" mean the Borrower(s) and "We", "Us", or "Our" mean the Creditor.  Protection is voluntary and not required to obtain credit. We will not consider whether or not You elect protection in makin  This Contract contains terms and conditions which may limit or exclude benefits.  You may not qualify for all benefits.  Protection is limited to a maximum of \$100,000. You will not be charged a Program Fee on any amount greater than this in Protection for Life Plus protection will be reduced at the end of the month during which You reach Your 75th birthday.  This Contract contains the conditions upon which We will cancel all or a portion of the Protected Balance and/or cancel in Fee. The terms and conditions which explain how We will cancel all or a part of Your Protected Balance are provided in the This Contract replaces all credit insurance policies and/or certificates, similar payment protection plans, and program or respect to the Loan.  Subsequent Election  If the election above represents a replacement of credit insurance, similar payment protection or a change in the program newly elected protection results in an increased Program Fee, You agree to:									
make additional Loan payments of the same amount until what You owe has been repaid. increase Your Loan payment to \$ per makeadditional Loan payments and increase Your Loan payment to \$ per increase Your monthly payment according to the terms of Your Loan.									

 Calculating Estimated Fee Amount: Use Quick Amortization. See example below:

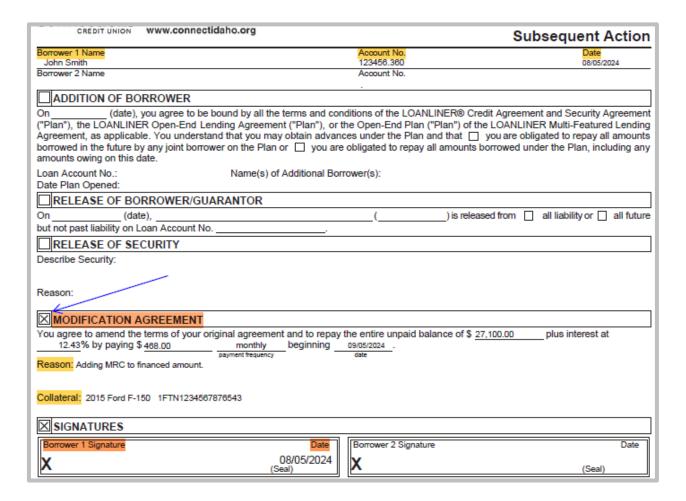


- After you have attached the new signed debt protection contract to the loan and saved it in the L drive, email Stephanie and GinGar to have the coverage added.
- O GAP: To add GAP to an existing loan there is a subsequent election box that needs to be checked on the GAP contract. If the member is adding it to the loan and extending the term or increasing the payments, there must also be a subsequent action completed. The only time there will not be a subsequent action form needed is if the member pays cash for GAP.
  - See example below of the GAP Waiver Agreement and the Subsequent Action:

<ul> <li>Loan Amount Financed \$ 25,765.37</li> <li>Loan No.</li> </ul>					Interest Rate	Duration		Begin Date	Maturity Date	
Lease Amount Capitalized \$ 0.00 12345		123456.	5.360 12.43 %		72 Mon	the 7/2	5/2024	02/08/2031		
ehicle										
Year Make 2015 FORD								cle Identification Number N1234567876543		
New	✓ Used	Value \$ 28,489.00	)	☐ MSRF ☑ JD Power Clean Retail			-	Mileage 210600		
Vehicle Type Choose One)	Motor Vehicle: Powersport:	Automobile Motorcycle					Recreational Vehicle  excraft Watercraft			
iffect Your	r application	for credit or t ly a Loan sec	he terms	of any cred	dit agreemen	t with Us; a	ind (3) is n	ot a cont	ntional; (2) will not ract for Insurance.	
GAP Plus	Benefit of \$ 1,		ctible Assis 1,000		um Benefit W ehicle Only \$5		Effective D		Maximum Term of Waiver 72 Months	
thoroughly You are b exclusions representa provisions. The inform Your Loan If You an increase Fee and:	read the entire \ ound by the eli on the follor tions have be ation provided in and Your Vehicl e adding this W the amount of \( \)	Naiver. gibility requireme wing pages of en made to Yo this Waiver is tru e are eligible for p aiver to an existir Your Loan by the	nts, terms, this Waiv ou that diff e and corre- protection un- ng Loan, Yo amount of	conditions, arer. No verlo fer from these ct. older this Warve ou agree to the Waiver	Theft Lo  The diff Vehicle Waiver Adding Waiver.  This Wa provide and (3)	ss. ierence between will fluctuate, to increase or d the Waiver Fe aiver does not bodly injury, p	en Your Loa which may decrease over see to Your L (1) replace property daminy financial re	n balance ause the ar time. oan will in Your Vehic age, liability seponsibility	e time of a Total Loss of and the value of You mount protected by this crease the cost of this de insurance policy; (2 y, or collision insurance y law, or any other law	
V M	ake more Paymo we has been rep	ents of the same a aid; or	smount until	What You OR	Borrowe	r Signature			Date	

CREDIT UNION WWW.connectidano.org	Subsequent Action					
Borrower 1 Name         Account No.           John Smith         123456 360	Date 08/05/2024					
Borrower 2 Name Account No.	00/03/2024					
ADDITION OF BORROWER						
On (date), you agree to be bound by all the terms and conditions of the LOANLINER® Credit A ("Plan"), the LOANLINER Open-End Lending Agreement ("Plan"), or the Open-End Plan ("Plan") of the LOANLINER Open-End Lending Agreement ("Plan"), or the Open-End Plan ("Plan") of the LOANLINER Open-End Lending Agreement ("Plan"), or the Open-End Plan ("Plan") of the LOANLINER Open-End Lending Agreement ("Plan"), or the Open-End Plan ("Plan") or the Open-End						
Agreement, as applicable. You understand that you may obtain advances under the Plan and that \( \sqrt{\text{point}}\) you						
borrowed in the future by any joint borrower on the Plan or 🔲 you are obligated to repay all amounts borro	owed under the Plan, including any					
amounts owing on this date.						
Loan Account No.: Name(s) of Additional Borrower(s):  Date Plan Opened:						
RELEASE OF BORROWER/GUARANTOR						
On (date), ( ) is released f	rom ☐ all liability or ☐ all future					
but not past liability on Loan Account No						
RELEASE OF SECURITY						
Describe Security:						
Reason:						
MODIFICATION AGREEMENT						
You agree to amend the terms of your original agreement and to repay the entire unpaid balance of \$ 26,290	0.37 plus interest at					
12.43% by paying \$ 468.00 monthly beginning 09/05/2024 date						
Reason: Adding MRC to financed amount.						
Collateral: 2015 Ford F-150 1FTN1234567876543						
<b>⊠</b> SIGNATURES						
Borrower 1 Signature Date Borrower 2 Signature	Date					
08/05/2024 X	(Seal)					
John Smith	(Jeal)					

- MRC: To add MRC to an existing loan the subsequent action form needs to be completed. The term of the loan can be extended, or the monthly payments can be increased when adding MRC to the loan. If the member is paying cash for MRC, a subsequent action is not needed.
  - See example below of the Subsequent Action:



- **Signature Pads**: All signature pads should be working for members to sign loan documents. Put in a help desk ticket if your signature pad is not working.
- Second Signatures/ Loan Document Review: If you have a second signer on a loan, put
  the entire signed loan document packet in file stacking order in the L Drive for the
  second person to sign. This will allow the second signer to review the entire loan, sign
  the worksheet, and credit application. Please ensure each loan is checked by another
  person before it gets to loan review.

#### • Reminders:

- Taxes need to be uploaded into Digital Documents (digi docs). Do not put the taxes in the loan documents. All taxes need to be uploaded regardless of the lending decision on the loan.
- Insurance declarations pages for HELOCs need to be uploaded to Insurtrak. They
  can be uploaded before the account is created in Insurtrak.
- For out of state collateral loans contact the Titles and Insurance Clerk before booking the loan to ensure the correct taxes and title documentation are collected.
- HELOC Modifications with Rerecordings: If the Deed and Encumbrance Report includes
  a rerecorded date and instrument number to correct a previous Deed of Trust recording,
  the rerecorded date and instrument number must be used in the Modification to Deed
  of Trust. See example below:
- Revolving Credit Deed of Trust dated June 14, 2017, to secure an original indebtedness of \$20,000.00, and any other amounts and/or obligations secured thereby

Recorded: June 19, 2017, as Instrument No. 123456

Grantor: John Smith, an unmarried person Trustee: First American Title Company Beneficiary: Connections Credit Union

Re-Recorded June 21, 2017, as Instrument No. 654321

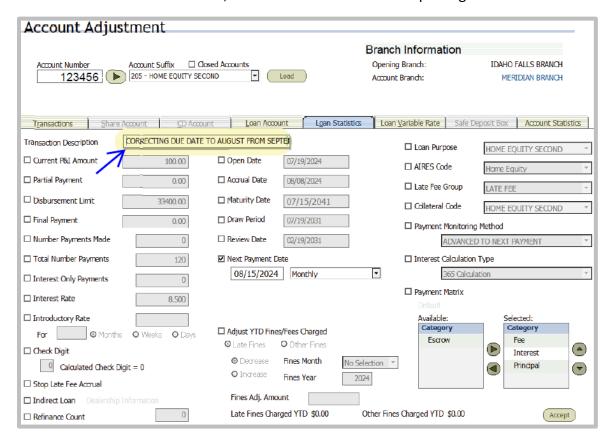
# MODIFICATION AGREEMENT TO DEED OF TRUST AND DEED OF TRUST NOTE

This agreement m	ade and entered	into this 7th	lay of August	in the yea	r 2024 ,	by and
between CONNEC	TIONS CREDI	T UNION,				
an Idaho	Corporation,	hereinafter	referred	to	as B	eneficiary,
and	John Sn	nith, an unmarried	person	, he	reinafter r	referred to
as Grantors, and						
Trustee. Whereas,						14, 2017,
in the principal su						
		nt number				
Idaho. For good as	id valuable cons	ideration receive	d and acknowl	edged, said pa	rties agree	to amend the
Deed of Trust Not	e and Deed of Ti	ust as follows:				
Principal balance	of mortgage to	be modified to		e thousand four		
						8.5 % interest
(variable rate sub						
and interest at 1%						
September, 2024			nortgage shall	<u>be Aug</u>	ust 15,2041	
All other terms and	conditions to re	main the same.				

- **Titles and Insurance:** All correspondence and documents should be sent to Loanservice@connectidaho.org to ensure continuity of service for members and to streamline processes.
  - Send all titles to Oak Street Branch-PO Box 4909 Pocatello, ID 83205

#### Loan Reviews:

- Lenders acting as second signers will be included in loan review emails. They share equal responsibility for ensuring the loan's accuracy and completeness.
- Make sure you are marking the FDI box on the worksheet AND filing it in Dealertrack. The Resolutions Department is now tracking this weekly so please be sure to complete this as soon as possible.
- Ordering Appraisal Process: The process for ordering an appraisal has been updated on the intranet. An example of the Appraisal Order Form is now included in the Ordering Appraisals Process, which can be found on the HELOC page on the intranet.
- **GL Transaction Descriptions:** Whenever you make any changes in account adjustment, be sure to enter a transaction description. This assists in tracking the modifications made and the reasons behind them, which is also beneficial for reporting.



- HELOC Payment Dates: The system is currently extending the payment due date by an
  extra month after the loan disbursal. Payments should not be scheduled more than 45
  days out. This issue is being addressed with ESP. Please double-check after
  booking/disbursing a HELOC to ensure the payment date does not exceed 45 days.
- **Credit Card Closure Form**: Whenever we pay off and close a revolving line of credit and remove the payment from the debt-to-income ratio, the signed credit card closure form must be sent along with the account statement and payoff check. This form is located on the Credit Card page of the intranet.