Loan Meeting Notes

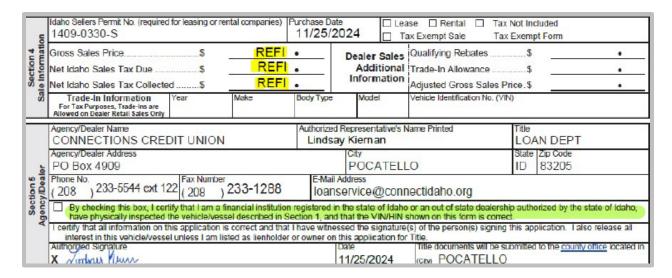
November 21, 2024

Next planned meeting date: December 19, 2024

Attendees: Aaron, Anali, Andee, Brooke, Candida, Catie, Gary, GinGar, Jackie R, Jade, Jamie R, Jamie S, Karissa, Kimberly V, Lacey, Laura H, Laura M, Lindsay, Liz F, Makayla, Maria, Melissa B, Nick, Rhonda, Rusty, Shannon H, Shantell M, Tara, Victoria

Updated Titles Information:

- Application for Certificate of Title (502): Whenever a title is updated, an
 Application for Certificate of Title must be completed. This applies to refinances
 as well. If a member is refinancing their vehicle and a change is made to the title,
 a new 502 form must be completed, with "Refi" entered in the sales tax section
 of the form.
 - VIN Inspection Box: Only check the box in Section 5 to confirm a VIN inspection if a VIN inspection has been completed.



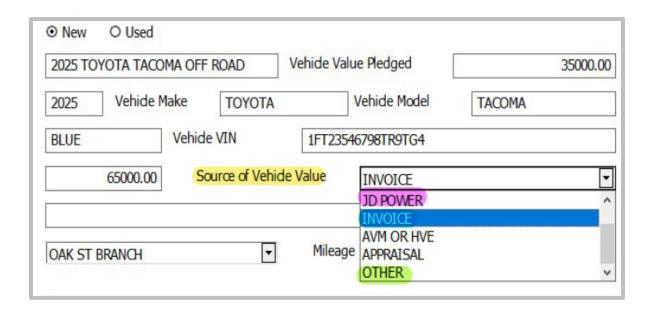
- ST-133 Tax Exemption: The document outlines the qualifying family relationships that are eligible for a sales tax exemption. If the vehicle was previously purchased using an ST-133 form for a sales tax exemption, sales tax must be collected again.
- Proof of Insurance: Please get the insurance declarations page for proof of insurance with CCU listed as lienholder.

Answer the following questions about this sale:	Yes No
 Is the vehicle being sold a qualifying motor vehicle? 	✓
2. Did the seller pay sales tax when acquiring the motor vehicle?	✓
3. Is there a qualifying family relationship between the buyer and seller? If yes, mark the qualifying relationship below:	✓
✓ Parent/child Grandparent/grandchild Brother/s If you answered "no" to any of the above questions, STOP. You don't qualify for the	

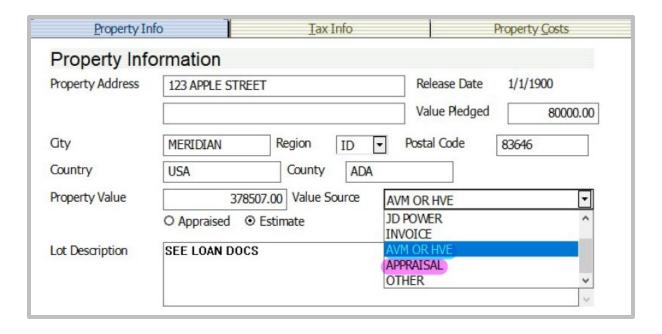
- o VIN Inspections: VIN Inspections are required on all out of state purchases.
- Right Signature/ Signing Loan Documents: Ensure the member signs using their legal name as it appears on file. If Right Signature is used, be sure to include the Signature Certificate with the loan documents.
- Reminder for HELOC Payments: Forza calculates the minimum monthly payment on the
 last day of the month. After the first disbursement, Forza will initially display the
 minimum payment as 1% of the credit limit instead of 1% of the outstanding balance.
 However, the system will reconfigure after the first month to correctly reflect the
 amount owed. Be sure to inform members that they are only required to pay 1% of the
 actual balance owed. There is an explanation of how HELOC payments are calculated on
 the intranet.
- Loans Moved for Fraud: If you have a loan on account that needs to be moved due to fraud, please contact GinGar, Lindsay or Tara. The original loan documents should be attached to the new loan on the new account. There should also always be a note on the account if moved for fraud.
- **Notes in the Notes in Forza**: Be sure to add a note in the Forza notes section. This is especially helpful for lenders seeking loan approval or for others assisting with a loan application if you are unavailable.

- Wiring Loan Proceeds/ Overnighting Checks: If the member requests loan proceeds to be wired or sent via overnight mail, they are responsible for covering the associated wire fee or overnight mailing expense.
- Share Your Connection Referrals: New members referred by an existing member who
 obtain qualifying loans will receive \$25 for each loan they receive, and the referring
 member will also earn \$25 for each qualifying loan. Additionally, lenders will receive \$25
 for every five referrals they submit. The fillable form is in the L Drive> LOANS>SHARE
 YOUR CONNECTION REFERRALS. The completed referrals should also be saved in this
 folder. The fillable form is also on the intranet.
- Loan Reviews/Reminders: Please make any corrections and respond to loan review emails as soon as possible.
 - Employment Tab: When you have employment information, such as the address and phone number, please enter it in the Employment tab in Forza.
 - Missing Loan Documents: Please scan in your loan documents as soon as possible!
 - Update Driver's License/ Contact Tab: Update the Driver's License in Forza AND enter the information into the Contact Tab in Forza (under Identification Information).
- **Update to Collateral Tab- Valuation Source:** Please use the appropriate value source from the new updated source options within the collateral tab. This applies to vehicle and property collateral.
 - Vehicle Collateral: In the Source of Vehicle Value use the drop down to select the applicable source used. This applies to all collateral loans.
 - Invoice: Used for new vehicles.
 - JD POWER: Used for valuations pulled within JD Power.

• Other: When comparables or market valuation is approved to be used as a valuation source.



 Property Collateral: In the Value Source use the drop down to select either Appraisal or AVM-HVE.



- Reminder for Payoff Checks: Make sure you scan payoff checks into the transaction.
- Loan Line: Make sure you are answering the loan line whenever you are available.