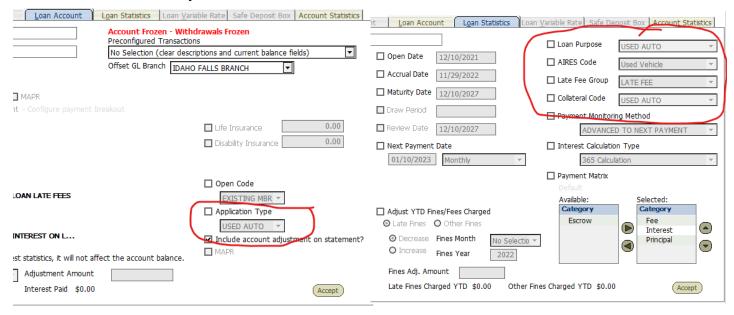
Loan Meeting Notes

November 17, 2022

Next planned meeting date: Thursday, December 15, 2022

- Document Scanning: Scanning loan docs is a part of the loan process, so loans are completed until the
 loan docs are scanned in and attached to the loan in Forza. There are parts of the process that cannot be
 completed until the docs are attached, so when they are not in the system it creates a bottleneck for
 those other processes. We may need to look at discipline for unscanned docs if there continues to be
 missing scans.
- HELOCs LTVs and Values: With the volatile market we are experiencing, the allowable HELOC LTVs have
 lowered in the last couple of months, and we have changed the procedure to use the lowest value pulled
 for the property. Make sure you follow the latest rate sheets for LTVs on all loans. We are only processing
 HELOCs on Primary Residences currently.
 - ODT Recording: Our procedure for recording title work for HELOCs has changed to require that we record the title work as soon as possible after the docs are signed. We recently had another lien be recorded before our DOT so we are in 3rd position on that property, which not a position in which we will lend. To prevent this in the future, record your title work as soon as possible after signing. You MUST still wait the full 3 days between signing and disbursing the loan.
- Loan Payments: Forza is set up to allow 61 days between payments. This means that members can only pay their loans ahead 2 months. Depending on the timing it might look like they are paying ahead 3 months, but it is really only 2 months:
 - Example 1: If the due date is October 15th with a \$250/month payment and the member pays \$1,000 on October 15th, it will satisfy the payment on October 15th, which is the current payment and pay the next payment on November 15th, but the next due date would be December 15th, because the system will only go out 61 days.
 - o **Example 2:** If the due date is October 15th with a \$250/month payment and the member pays \$1,000 on October 16th, it will satisfy the past due payment on October 15th and pay the next 2 payments, due on November 15th and December 15th, so the next due date would be January 15th.
- **Due Date Changes:** Anytime a change is made a loan, we need to have paperwork to back it up and explain what and why it changed. Due date changes can be processed by any lender and should not be changed more than 17 days before or after the current due date. They should have made at least one payment on the loan before you process a due date change. We only allow one due date change per loan without permission from the CLO or Credit Manager. In the past we have had members request more due date changes, often enough that they are basically skipping payment without following our skip a pay process or paying the fee, which is why we have made the guidelines we have made. See Exhibit #1 for how to correctly fill out this form. Include a screenshot of the changes made in Account Adjustment with the Extension form when you attach it to the loan.

- Extensions: One month extension forms can be completed by any lender, with only one borrower required to sign. Extensions must be noted in the Notes section and attached to the loan. Only 3 extensions are allowed per loan, not including Skip A Pays. If a loan is delinquent for more than 30 days, it needs to be referred to the Resolutions Department. See Exhibit #2 for how to correctly fill out this form. Include a screenshot of the changes made in Account Adjustment with the Extension form when you attach it to the loan.
- Save Loan Docs to Loans: All documents that have to do with a loan should be saved to the loan in Forza
 and not Digi Docs. Extensions, Due Date Changes, Subsequent Action forms, etc all need to be attached to
 the loan in Forza. The only loan docs that need to be saved to Digi Docs are VISA documents and payment
 documents (like ACHs and Automatic Funds Transfer forms). Only one borrower must sign the form.
- **Setting Due Dates for New Loans:** The maximum allowance for a due date on a new loan is 45 days from the date the loan is booked. There is no minimum allowance for a due date.
- **Loan Codes:** When you must correct loan codes, make sure you are checking all 4 of the places they need to match in Account Adjustment:



- Bona Fide Preapproval: For Connections to be required to honor rates or terms we quote; we must have
 pulled the member's credit. A Preapproval isn't official until we have everything in place, we need to
 show that the member qualifies for the terms and rate we have discussed.
- Checks from HELOCs: We do not need to charge the member the check fee when we make a check with HELOC funds. If we are making a check from the member's checking immediately after transferring money to the checking from the HELOC, we do not need to charge a check fee.
- **Skip A Pays:** It's Skip A Pay season. Make sure you are using the form available on the Intranet and filling it out completely! Make sure you contact Evelyn or Jordy to let them know that you have put a skip in their folder.



Due Date Change

Type the member's name			
Member Name (Last - First - Initial)			
Type the member's account #	Today's date	Current due date	
Member Account Number	Date	Due Date - Now	
Extension Agreement			
By signing below, you agree to amend the terms of your original agreement and to repay the entire			
balance of \$ current principle balance	plus interest of Rate % I	by paying \$Monthly pmt	
every (payment frequency) monthly	beginning (date) New d		
Borrowers Signatures			
Borrower Signature		Date	
Member's Name		Signed date	
Borrower/Guarantor		Date	
Borrower Signature		Date	
Borrower/Guarantor		Date	
Memo:			
REASON FOR DOING THE DATE CHANGE:	Credit U	nion Approval Signature	
For example: Moving due date to be in line with the member's new pay schedule.	Date Key	yed:	



Extension Agreement

Type the member's name			
Member Name (Last - First - Initial)			
Type the member's account #	Today's date	Current due date	
Member Account Number	Date	D <mark>ue Date - Now</mark>	
Extension Agreement			
By signing below, you agree to amend the terms of your original agreement and to repay the entire balance			
of <mark>scurrent principle balance plus interest of Rate</mark> % by paying <mark>sMo pmt</mark>			
every (payment frequency) monthly beginning (date) New due date			
Barrary Simotore			
Borrowers Signatures			
Borrower Signature		Date	
Member's name			
Borrower/Guarantor		Date	
Borrower Signature		Date	
Borrower/Guarantor		Date	
Memo:	Crodit He	ion Approval Signature	
REASON FOR DOING THE EXTENSION	Credit or	non Approval signature	
	Date Key	ed:	
	Date Key		
	Transfer Change	ed Ext. Documented	