# AGREEMENT BY AND BETWEEN Community National Bank of Sarasota County Venice, Florida and The Office of the Comptroller of the Currency

Community National Bank of Sarasota County, Venice, Florida ("Bank") and the Comptroller of the Currency of the United States of America ("Comptroller") wish to protect the interests of the depositors, other customers, and shareholders of the Bank, and, toward that end, wish the Bank to operate safely and soundly and in accordance with all applicable laws, rules and regulations.

The Comptroller has found unsafe and unsound banking practices relating to the lending function at the Bank.

In consideration of the above premises, it is agreed, between the Bank, by and through its duly elected and acting Board of Directors ("Board"), and the Comptroller, through his authorized representative, that the Bank shall operate at all times in compliance with the articles of this Agreement.

#### ARTICLE I

# **JURISDICTION**

- (1) This Agreement shall be construed to be a "written agreement entered into with the agency" within the meaning of 12 U.S.C. § 1818(b)(1).
- (2) This Agreement shall be construed to be a "written agreement between such depository institution and such agency" within the meaning of 12 U.S.C. § 1818(e)(1) and 12 U.S.C. § 1818(i)(2).

- (3) This Agreement shall be construed to be a "formal written agreement" within the meaning of 12 C.F.R. § 5.51(c)(6)(ii). See 12 U.S.C. § 1831i.
- (4) This Agreement shall be construed to be a "written agreement" within the meaning of 12 U.S.C. § 1818(u)(1)(A).
- (5) This Agreement shall cause the Bank to be designated as in "troubled condition," as set forth in 12 C.F.R. § 5.51(c)(6), unless otherwise informed in writing by the Comptroller. In addition, this Agreement shall cause the Bank not to be designated as an "eligible bank" for purposes of 12 C.F.R. § 5.3(g), unless otherwise informed in writing by the Comptroller.
- (6) All reports or plans which the Bank or Board has agreed to submit to the Assistant Deputy Comptroller pursuant to this Agreement shall be forwarded to the:

Assistant Deputy Comptroller North Florida Field Office 8375 Dix Ellis Trail, Suite 403 Jacksonville, FL 32256

#### ARTICLE II

# **NEW SENIOR LOAN OFFICER**

- (1) Within ninety (90) days, the Board shall appoint a new, capable Senior Loan Officer who shall be vested with sufficient executive authority to fulfill the duties and responsibilities of the position and ensure the safe and sound operation of the Bank.
- (2) Prior to the appointment of any individual to the Senior Loan Officer position, the Board shall submit to the Assistant Deputy Comptroller the following information:
  - (a) the information sought in the "Changes in Directors and Senior Executive Officers" and "Background Investigations" booklets of the <u>Comptroller's</u>

- <u>Licensing Manual</u>, together with a legible fingerprint card for the proposed individual;
- (b) a written statement of the Board's reasons for selecting the proposed officer; and,
- (c) a written description of the proposed officer's duties and responsibilities.
- (3) The Assistant Deputy Comptroller shall have the power to disapprove the appointment of the proposed new senior executive officer. However, the lack of disapproval of such individual shall not constitute an approval or endorsement of the proposed officer.
- (4) The requirement to submit information and the prior disapproval provisions of this Article are based on the authority of 12 U.S.C. § 1818(b) and do not require the Comptroller or the Assistant Deputy Comptroller to complete his review and act on any such information or authority within ninety (90) days.

## **ARTICLE III**

## CAPITAL PLAN AND HIGHER MINIMUMS

- (1) The Bank shall achieve by June 30, 2008 and thereafter maintain the following capital levels (as defined in 12 C.F.R. Part 3):
  - (a) Tier 1 capital at least equal to eleven percent (11%) of risk-weighted assets;
    - (b) Tier 1 capital at least equal to eight percent (8%) of adjusted total assets. 1

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<sup>&</sup>lt;sup>1</sup> Adjusted total assets is defined in 12 C.F.R. § 3.2(a) as the average total asset figure used for Call Report purposes minus end-of-quarter intangible assets.

- (2) The requirement in this Agreement to meet and maintain a specific capital level means that the Bank may not be deemed to be "well capitalized" for purposes of 12 U.S.C. § 1831o and 12 C.F.R. Part 6 pursuant to 12 C.F.R. § 6.4(b)(1)(iv).
- (3) Within one hundred twenty (120) days, the Board shall develop, implement, and thereafter ensure Bank adherence to a three year capital program. The program shall include:
  - (a) specific plans for the maintenance of adequate capital that may in no event be less than the requirements of paragraph (1);
  - (b) projections for growth and capital requirements based upon a detailed analysis of the Bank's assets, liabilities, earnings, fixed assets, and off-balance sheet activities;
  - (c) projections of the sources and timing of additional capital to meet theBank's current and future needs;
  - (d) the primary source(s) from which the Bank will strengthen its capital structure to meet the Bank's needs;
  - (e) contingency plans that identify alternative methods should the primary source(s) under (d) above not be available; and
  - (f) a dividend policy that permits the declaration of a dividend only:
    - (i) when the Bank is in compliance with its approved capital program;
    - (ii) when the Bank is in compliance with 12 U.S.C. §§ 56 and 60; and,
    - (iii) with the prior written determination of no supervisory objection by the Assistant Deputy Comptroller. Upon receiving a determination of no supervisory objection from the Assistant Deputy

Comptroller, the Bank shall implement and adhere to the dividend policy.

- (4) Upon completion, the Bank's capital program shall be submitted to the Assistant Deputy Comptroller for prior determination of no supervisory objection. Upon receiving a determination of no supervisory objection from the Assistant Deputy Comptroller, the Bank shall implement and adhere to the capital program. The Board shall review and update the Bank's capital program on an annual basis, or more frequently if necessary. Copies of the reviews and updates shall be submitted to the Assistant Deputy Comptroller.
- (5) The Board shall ensure that the Bank has processes, personnel, and control systems to ensure implementation of and adherence to the program developed pursuant to this Article.

#### ARTICLE IV

## **CREDIT RISK**

- (1) Within ninety (90) days, the Board shall develop, implement, and thereafter ensure Bank adherence to a written program to reduce the high level of credit risk in the Bank. The program shall include, but not be limited to:
  - (a) procedures to strengthen credit underwriting;
  - (b) an action plan for all criticized or classified loans of \$250M or greater;
  - (c) the Board shall submit a copy of the program to the Assistant Deputy

    Comptroller; and,
  - (d) at least quarterly, the Board shall prepare a written assessment of the bank's credit risk, which shall evaluate the Bank's progress under the

- aforementioned program. The Board shall submit a copy of this assessment to the Assistant Deputy Comptroller.
- (2) A copy of the Board's program shall be submitted to the Assistant Deputy

  Comptroller for review and prior written determination of no supervisory objection. Upon receiving a determination of no supervisory objection from the Assistant Deputy Comptroller, the Bank shall implement and adhere to the program.
- (3) The Board shall ensure that the Bank has processes, personnel, and control systems to ensure implementation of and adherence to the program developed pursuant to this Article.

#### ARTICLE V

## LOAN PORTFOLIO MANAGEMENT

- (1) The Board shall, within ninety (90) days, develop, implement, and thereafter ensure Bank adherence to a written program to improve the Bank's loan portfolio management. The program shall include, but not be limited to:
  - (a) procedures to ensure satisfactory and perfected collateral documentation;
  - (b) procedures to ensure that real estate appraisals and evaluations comply with 12 C.F.R. 34, Subpart C.
  - (c) procedures to ensure that extensions of credit are granted, by renewal or otherwise, to any borrower only after obtaining and analyzing current and satisfactory credit information;
  - (d) procedures to ensure conformance with loan approval requirements;
  - (e) a system to track and analyze exceptions;
  - (f) procedures to ensure conformance with Call Report instructions;

- (g) procedures to ensure the accuracy of internal management information systems;
- (h) a performance appraisal process, including performance appraisals, job descriptions, and incentive programs for loan officers, which adequately consider their performance relative to policy compliance, documentation standards, accuracy in credit grading, and other loan administration matters; and,
- (i) procedures to track and analyze concentrations of credit, significant economic factors, and general conditions and their impact on the credit quality of the Bank's loan and lease portfolios.
- (2) A copy of the Board's program shall be submitted to the Assistant Deputy

  Comptroller for review and prior written determination of no supervisory objection. Upon
  receiving a determination of no supervisory objection from the Assistant Deputy Comptroller,
  the Bank shall implement and adhere to the program.
- (3) Within ninety (90) days, the Board shall review and revise the Bank's written loan policy. In revising this policy, the Board shall refer to the "Loan Portfolio Management", "Commercial Loans," "Commercial Real Estate and Construction Lending," "Concentration of Credit" and "Installment Loans" booklets of the <u>Comptroller's Handbook</u>. This policy shall incorporate but necessarily be limited to, the following:
  - (a) a description of acceptable loans;
  - a provision that current and satisfactory credit information will be obtained on each borrower;

- (c) minimum debt to income ratio or debt service coverage requirements by each loan type;
- (d) underwriting requirements such as presale requirements, release prices,etc. for each project type;
- (e) maximum ratio of loan value to appraised value or acquisition cost of collateral securing the loan;
- (f) guidelines consistent with Banking Circular 255, setting forth the criteria under which renewals of extensions of credit may be approved. At a minimum, this shall include:
  - (i) ensure that renewals are not made for the sole purpose of reducing the volume of loan delinquencies; and
  - (ii) provide guidelines and limitations on the capitalization of interest.
- (4) A copy of the loan policy shall be submitted to the Assistant Deputy Comptroller for review and prior written determination of no supervisory objection. Upon receiving a determination of no supervisory objection from the Assistant Deputy Comptroller, the Bank shall adopt and adhere to the policy.
- (5) Within ninety (90) days, the Board shall develop, implement, and thereafter ensure Bank adherence to systems which provide for effective monitoring of:
  - (a) early problem loan identification to assure the timely identification and rating of loans and leases based on lending officer submissions;
  - (b) adequacy of credit and collateral documentation; and,
  - (c) concentrations of credit.

- (6) Beginning March 31, 2008, on a monthly basis management will provide the Board with written reports including, at a minimum, the following information:
  - (a) the identification, type, rating, and amount of problem loans and leases;
  - (b) the identification and amount of delinquent loans and leases;
  - (c) credit and collateral documentation exceptions;
  - (d) the identification and status of credit related violations of law, rule or regulation;
  - (e) the identity of the loan officer who originated each loan reported in accordance with subparagraphs (a) through (d) of this Article and Paragraph;
  - (f) an analysis of concentrations of credit, significant economic factors, and general conditions and their impact on the credit quality of the Bank's loan and lease portfolios; and,
  - (g) the identification of loans and leases not in conformance with the Bank's lending and leasing policies, and exceptions to the Bank's lending and leasing policies.
- (7) The Board shall ensure that the Bank has processes, personnel, and control systems to ensure implementation of and adherence to the program and systems developed pursuant to this Article.

#### ARTICLE VI

## LOAN REVIEW

(1) Within ninety (90) days, the Board shall establish an effective, independent and ongoing loan review system to review annually the Bank's loan and lease portfolios to assure the

timely identification and categorization of problem credits. The scope of the review shall include at least 65% coverage of the commercial and commercial real estate portfolios and a 25% sample of the residential portfolio. The system shall provide for a written report to be filed with the Board after each review and shall use a loan and lease grading system consistent with the guidelines set forth in "Rating Credit Risk" and "Allowance for Loan and Lease Losses" booklets of the Comptroller's Handbook. Such reports shall include, at a minimum, conclusions regarding:

- (a) the overall quality of the loan and lease portfolios;
- (b) the identification, type, rating, and amount of problem loans and leases;
- (c) the identification and amount of delinquent loans and leases;
- (d) credit and collateral documentation exceptions;
- (e) the identification and status of credit related violations of law, rule or regulation;
- (f) the identity of the loan officer who originated each loan reported in accordance with subparagraphs (b) through (e) of the Article;
- (g) concentrations of credit;
- (h) loans and leases to executive officers, directors, principal shareholders(and their related interests) of the Bank; and,
- (i) loans and leases not in conformance with the Bank's lending and leasing policies, and exceptions to the Bank's lending and leasing policies.
- (2) A copy of the Board's program shall be submitted to the Assistant Deputy

  Comptroller for review and prior written determination of no supervisory objection. Upon

receiving a determination of no supervisory objection from the Assistant Deputy Comptroller, the Bank shall implement and adhere to the program.

- (3) The Board shall evaluate the loan and lease review report(s) and shall ensure that immediate, adequate, and continuing remedial action, if appropriate, is taken upon all findings noted in the report(s).
- (4) The Board shall ensure that the Bank has processes, personnel, and control systems to ensure implementation of and adherence to the program developed pursuant to this Article.
- (5) A copy of the reports submitted to the Board, as well as documentation of the action taken by the Bank to collect or strengthen assets identified as problem credits, shall be preserved in the Bank.

#### ARTICLE VII

## CREDIT AND COLLATERAL EXCEPTIONS

- (1) Within ninety (90) days, the Board shall obtain current and satisfactory credit information on all loans lacking such information, including those listed in the Report of Examination (ROE), in any subsequent Report of Examination, in any internal or external loan review, or in any listings of loans lacking such information provided to management by the National Bank Examiners.
- (2) Within ninety (90) days, the Board shall ensure proper collateral documentation is maintained on all loans and correct each collateral exception listed in the ROE, in any subsequent Report of Examination, in any internal or external loan review, or in any listings of loans lacking such information provided to management by the National Bank Examiners.

- (3) Effective immediately, the Bank may grant, extend, renew, alter or restructure any loan or other extension of credit only after:
  - (a) documenting the specific reason or purpose for the extension of credit;
  - (b) identifying the expected source of repayment in writing;
  - (c) structuring the repayment terms to coincide with the expected source of repayment;
  - (d) obtaining and analyzing current and satisfactory credit information, including cash flow analysis, where loans are to be repaid from operations;
    - (i) Failure to obtain the information in (3)(d) shall require a majority of the full Board (or a delegated committee thereof) to certify in writing the specific reasons why obtaining and analyzing the information in (3)(d) would be detrimental to the best interests of the Bank.
    - (ii) A copy of the Board certification shall be maintained in the credit file of the affected borrower(s). The certification will be reviewed by this Office in subsequent examinations of the Bank; and,
  - (e) documenting, with adequate supporting material, the value of collateral and properly perfecting the Bank's lien on it where applicable.

# ARTICLE VIII

## ALLOWANCE FOR LOAN AND LEASE LOSSES

(1) The Board shall review the adequacy of the Bank's Allowance for Loan and Lease
Losses ("Allowance") and shall establish a program for the maintenance of an adequate
Allowance. This review and program shall be designed in light of the comments on maintaining

a proper Allowance found in the "Allowance for Loan and Lease Losses" booklet of the <a href="Comptroller's Handbook">Comptroller's Handbook</a> and OCC Bulletin 2006-47, "Allowance for Loan and Lease Losses Guidance and Frequently Asked Questions on the ALLL".

- (a) The program shall provide for a review of the Allowance by the Board at least once each calendar quarter. Any deficiency in the Allowance shall be remedied in the quarter it is discovered, prior to the filing of the Consolidated Reports of Condition and Income, by additional provisions from earnings. Written documentation shall be maintained indicating the factors considered and conclusions reached by the Board in determining the adequacy of the Allowance.
- (2) A copy of the Board's program shall be submitted to the Assistant Deputy

  Comptroller for review and prior written determination of no supervisory objection. Upon
  receiving a determination of no supervisory objection from the Assistant Deputy Comptroller,
  the Bank shall implement and adhere to the program.
- (3) The Board shall ensure that the Bank has processes, personnel, and control systems to ensure implementation of and adherence to the program developed pursuant to this Article.

#### ARTICLE IX

## MANAGEMENT AND DIRECTOR FEES TO INDIVIDUAL

- (1) Within ninety (90) days, the Board shall engage a qualified firm to conduct an independent analysis of Director compensation.
  - (a) The Bank must submit the name and qualifications of the proposed firm to the Assistant Deputy Comptroller for review and prior written

- determination of no supervisory objection. The Bank must also submit a representation that the proposed firm is independent from the Bank and all Bank insiders.
- (b) The study should be completed within 180 days after being retained by the Bank.
- (c) The study should determine if the amount of fees paid for attendance at

  Board committee meetings is appropriate. Conclusions should be based in
  part on oversight provided and compensation compared to similarly
  situated banks. If found to be excessive, the firm shall make a
  recommendation as to an appropriate level of compensation.
- (d) If the study finds Director fees to be excessive, the Board shall ensure attendance fees paid going forward are reduced and are paid out at an appropriate level.
- (e) A copy of the study should be forwarded to the Assistant DeputyComptroller upon completion.
- (2) Prior to the payment of any fee, expense reimbursement or other type of compensation to a principal shareholder, director (other than the Bank's President) or related interest of such as defined in 12 C.F.R. Part 215 ("Individual"), the Board shall, at a minimum and in writing, determine that such remuneration:
  - (a) is reasonable;
  - (b) has a direct relationship to, and is based solely upon, the fair value of goods and services received by the Bank; and,

- (c) compensates the Individual only for providing goods and services which meet the legitimate needs of the Bank.
- (3) In addition to the requirements of the preceding paragraph of this Article, the Board shall review and maintain:
  - (a) written documentation of all services rendered by the Individual;
  - (b) records indicating the day(s) and time periods during which theIndividual's services were performed;
  - (c) expense vouchers and receipts for all reimbursable expenses; and,
  - (d) an analysis of the services rendered by the Individual to ensure that the Bank has received the full benefit to which it is entitled.
- (4) All documentation supporting the payment of any salary, consulting fee, expense reimbursement or other type of compensation to an Individual shall be preserved in the Bank.

## ARTICLE X

## PROGRESS REPORTING - MONTHLY

- (1) The Board shall submit monthly progress reports to the Assistant DeputyComptroller. These reports shall set forth in detail:
  - (a) actions taken to comply with each Article of the Agreement;
  - (b) results of those actions; and
  - (c) a description of the actions needed to achieve full compliance with each

    Article of this Agreement.
- (2) The progress reports shall also include any actions initiated by the Board and the Bank pursuant to the criticisms and comments in the Report of Examination or in any future Report of Examination.

(3) The first progress report shall be submitted for the period ending March 31, 2008, and will be due within thirty (30) days of that date. Thereafter, progress reports will be due within thirty (30) days after the month end.

#### ARTICLE XI

#### **CLOSING**

- (1) Although the Board has agreed to submit certain programs and reports to the Assistant Deputy Comptroller for review or prior written determination of no supervisory objection, the Board has the ultimate responsibility for proper and sound management of the Bank.
- (2) It is expressly and clearly understood that if, at any time, the Comptroller deems it appropriate in fulfilling the responsibilities placed upon him/her by the several laws of the United States of America to undertake any action affecting the Bank, nothing in this Agreement shall in any way inhibit, estop, bar, or otherwise prevent the Comptroller from so doing.
- (3) Any time limitations imposed by this Agreement shall begin to run from the effective date of this Agreement. Such time requirements may be extended in writing by the Assistant Deputy Comptroller for good cause upon written application by the Board.
- (4) The provisions of this Agreement shall be effective upon execution by the parties hereto and its provisions shall continue in full force and effect unless or until such provisions are amended in writing by mutual consent of the parties to the Agreement or excepted, waived, or terminated in writing by the Comptroller.
- (5) In each instance in this Agreement in which the Board is required to ensure adherence to, and undertake to perform certain obligations of the Bank, it is intended to mean that the Board shall:

- (a) authorize and adopt such actions on behalf of the Bank as may be
   necessary for the Bank to perform its obligations and undertakings under
   the terms of this Agreement;
- (b) require the timely reporting by Bank management of such actions directed by the Board to be taken under the terms of this Agreement;
- (c) follow-up on any non-compliance with such actions in a timely and appropriate manner; and,
- (d) require corrective action be taken in a timely manner of any noncompliance with such actions.
- "written agreement entered into with the agency" as contemplated by 12 U.S.C. § 1818(b)(1), and expressly does not form, and may not be construed to form, a contract binding on the Comptroller or the United States. Notwithstanding the absence of mutuality of obligation, or of consideration, or of a contract, the Comptroller may enforce any of the commitments or obligations herein undertaken by the Bank under his supervisory powers, including 12 U.S.C. § 1818(b)(1), and not as a matter of contract law. The Bank expressly acknowledges that neither the Bank nor the Comptroller has any intention to enter into a contract. The Bank also expressly acknowledges that no officer or employee of the Office of the Comptroller of the Currency has statutory or other authority to bind the United States, the U.S. Treasury Department, the Comptroller, or any other federal bank regulatory agency or entity, or any officer or employee of any of those entities to a contract affecting the Comptroller's exercise of his supervisory responsibilities. The terms of this Agreement, including this paragraph, are not subject to

amendment or modification by any extraneous expression, prior agreements or prior arrangements between the parties, whether oral or written.

IN TESTIMONY WHEREOF, the undersigned, authorized by the Comptroller, has hereunto set his hand on behalf of the Comptroller.

/S/	3/17/08
Kennard L. Page	Date
Assistant Deputy Comptroller	
North Florida Field Office	

IN TESTIMONY WHEREOF, the undersigned, as the duly elected and acting Board of Directors of the Bank, have hereunto set their hands on behalf of the Bank.

/S/	3/17/08
Roger L. Baldinger	Date
/G /	2/47/00
/S/	3/17/08
Charles Graham	Date
/C /	2/17/09
/S/	3/17/08
Allana M. Kondisko	Date
/C /	2/17/09
/S/	3/17/08
Joseph R. Kondisko	Date
/ <b>C</b> /	3/17/08
/S/	3/17/08
Jeanne W. McKelvey	Date
/ <b>C</b> /	2/17/09
/S/	3/17/08
William G. McKelvey	Date