DocuSign Envelope ID: EFC4EF51-B267-44FF-A083-78EF901976F

# APPLICATION FOR EXEMPTION FROM AUDIT

LONG FORM

 NAME OF GOVERNMENT
 Belford South Metropolitan District

 ADDRESS
 8390 E Crescent Parkway

 Suite 300
 Greenwood Village, CO 80111

 CONTACT PERSON
 Jason Carroll

 PHONE
 303-779-5710

 EMAIL
 Jason.Carroll@claconnect.com

For the Year Ended 12/31/2020 or fiscal year ended:

### **CERTIFICATION OF PREPARER**

I certify that I am an independent accountant with **knowledge of governmental accounting** and that the information in the Application is complete and accurate to the best of my knowledge. I am aware that the Audit Law requires that a person independent of the entity complete the application if revenues or expenditure are at least \$100,000 but not more than \$750,000, and that independent means someone who is separate from the entity.

NAME: Jason Carroll
TITLE Accountant fo

Accountant for the District

303-779-0348

FIRM NAME (if applicable) CliftonLarsonAllen LLP

ADDRESS 8390 E Crescent Parkway, Suite 300, Greenwood Village, CO 80111

PHONE 303-779-5710
DATE PREPARED 3/2/2021

CPA Firm providing accounting services to the District

PREPARER (SIGNATURE REQUIRED)

FAX

#### **See Accountant's Compilation Report**

Has the entity filed for, or has the district filed, a Title 32, Article 1 Special District Notice of Inactive Status during the year? [Applicable to Title 32 special districts only, pursuant to Sections 32-1-103 (9.3) and 32-1-104 (3), C.R.S.]

YES	NO	
	V	If Yes, date filed:

# DocuSign Envelope ID: EFC4EF51-B267-44FF-A083-78EF901976F7 PART 1 - FINANCIAL STATEMENTS - BALANCE SHEET

\* Indicate Name of Fund

NOTE: Attach additional sheets as necessary.

NOTE: A	ttach additional sheets as necessary.	Governme	ntal Funds		Proprietary/F	iduciary Funds	
Line #	Description	General Fund	Debt Service Fund	Description	Capital Projects	Fund*	Please use this space to provide explanation of any
	Assets			Assets			items on this page
1-1	Cash & Cash Equivalents	\$ 4,254	\$ 5,511	Cash & Cash Equivalents	\$ -	\$	-
1-2	Investments	\$ -	\$ -	Investments	\$ -	\$	-
1-3	Receivables	\$ 1,729	\$ 7,168	Receivables	\$ -	\$	-
1-4	Due from Other Entities or Funds	\$ -	\$ -	Due from Other Entities or Funds	\$ -	\$	-
	All Other Assets [specify]			Other Current Assets	\$ -	\$	-
1-5	Prepaid Insurance	\$ 2,973	\$ -	Total Current Assets	\$ -	\$	-
1-6		\$ -	\$ -	Capital Assets, net (from Part 6-4)	\$ -	\$	-
1-7			\$ -	Other Long Term Assets [specify]	\$ -	-	_
1-8		\$ -	\$ -		\$ -	\$	-
1-9		\$ -	\$ -		\$ -	\$	-
1-10		\$ -	\$ -		\$ -	\$	-1
1-11	(add lines 1-1 through 1-10) TOTAL ASSETS	\$ 8,956	\$ 12,679	(add lines 1-1 through 1-10) TOTAL ASSETS	\$ -	1.	-1
1-12	TOTAL DEFERRED OUTFLOWS OF RESOURCES		\$ -	TOTAL DEFERRED OUTFLOWS OF RESOURCES	\$ -	\$	-7
1-13	TOTAL ASSETS AND DEFERRED OUTFLOWS	\$ 8,956	\$ 12,679	TOTAL ASSETS AND DEFERRED OUTFLOWS	\$ -	\$	-7
	Liabilities			Liabilities			<u> </u>
1-14	Accounts Payable	\$ 14,385	•	Accounts Payable		\$	-
1-15	Accrued Payroll and Related Liabilities		\$ -	Accrued Payroll and Related Liabilities		\$	<u>-</u>
1-16	Accrued Interest Payable		\$ -	Accrued Interest Payable	<u> </u>	\$	<u>-</u>
1-17	Due to Other Entities or Funds	-	\$ -	Due to Other Entities or Funds		\$	-
1-18	All Other Current Liabilities		\$ -	All Other Current Liabilities		\$	-
1-19	TOTAL CURRENT LIABILITIES			TOTAL CURRENT LIABILITIES	·	\$	<u>-</u>
1-20	All Other Liabilities [specify]		\$ -	Proprietary Debt Outstanding (from Part 4-4)		\$	<u>-</u>
1-21	Deferred property tax	\$ 1,725	· · · · · · · · · · · · · · · · · · ·	Other Liabilities [specify]:		\$	<u>-</u>
1-22		-	\$ -			\$	<u>-</u>
1-23			\$ -		\$ -	Ψ	<u>-</u>
1-24			\$ -		\$ -	· ·	<u>-</u>
1-25			\$ -		\$ -	Ψ	<u>-</u>
1-26		-	\$ -		\$ -	Ψ	-
1-27			\$ -		\$ -	· ·	<u>-</u>
1-28	(add lines 1-19 through 1-27) TOTAL LIABILITIES	. ,	·	(add lines 1-19 through 1-27) TOTAL LIABILITIES		\$	<u>-</u>
1-29	TOTAL DEFERRED INFLOWS OF RESOURCES	\$ -	\$ -	TOTAL DEFERRED INFLOWS OF RESOURCES	\$ -	\$	
4.00	Fund Balance		•	Net Position			_
	Nonspendable Prepaid		\$ -	Net Investment in Capital Assets	\$ -	\$	-1
	Nonspendable Inventory		\$ -	F	•	ΙΦ.	7
1-32	Restricted [specify]		\$ -	Emergency Reserves		\$	-
1-33	Committed [specify]		\$ -	Other Designations/Reserves		\$	-
1-34	Assigned [specify]	•	\$ -	Restricted	\$ -	\$	-
1-35	Unassigned:	\$ (7,154)	\$ 5,551	Undesignated/Unreserved/Unrestricted	\$ -	\$	<del>-</del>
1-36	Add lines 1-30 through 1-35			Add lines 1-30 through 1-35			
	This total should be the same as line 3-33 TOTAL FUND BALANCE			This total should be the same as line 3-33 TOTAL NET POSITION			
4.07		+ (-,/	\$ 5,551		Ψ	\$	<del>-</del>
1-37	Add lines 1-28, 1-29 and 1-36			Add lines 1-28, 1-29 and 1-36			
	This total should be the same as line 1-13 TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND			This total should be the same as line 1-13 TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET			
	BALANCE	m 0.050	e 40.070	POSITION			
	BALANCE	\$ 8,956	\$ 12,679	FOSITION	- ۵	\$	-

# PART 2 - FINANCIAL STATEMENTS - OPERATING STATEMENT - REVENUES

		Governme	ental Funds		Proprietary/F	iduciary Funds	<b>3</b> 1
Line #	Description	General Fund	Debt Service Fund	Description	Capital Projects	Fund*	Please use this space to provide explanation of any
	Tax Revenue			Tax Revenue			items on this page
2-1	Property [include mills levied in Question 10-6]	\$ 460	\$ 5,174	Property [include mills levied in Question 10-6]	\$ -	\$ -	
2-2	Specific Ownership	\$ 40	\$ 446	Specific Ownership	\$ -	\$ -	
2-3	Sales and Use Tax	\$ -	\$ -	Sales and Use Tax	\$ -	\$ -	
2-4	Other Tax Revenue [specify]:	\$ -	\$ -	Other Tax Revenue [specify]:	\$ -	\$ -	
2-5		\$ -	\$ -		\$ -	\$ -	
2-6		\$ -	\$ -		\$ -	\$ -	
2-7		\$ -	\$ -		\$ -	\$ -	
2-8	Add lines 2-1 through 2-7 TOTAL TAX REVENUE		\$ 5,620	Add lines 2-1 through 2-7 TOTAL TAX REVENUE		\$ -	
2-9	Licenses and Permits	\$ -	\$ -	Licenses and Permits	\$ -	\$ -	
2-10	Highway Users Tax Funds (HUTF)	\$ -	\$ -	Highway Users Tax Funds (нитг)	\$ -	\$ -	
2-11	Conservation Trust Funds (Lottery)	\$ -	\$ -	Conservation Trust Funds (Lottery)	\$ -	\$ -	
2-12	Community Development Block Grant	\$ -	\$ -	Community Development Block Grant	\$ -	\$ -	
2-13	Fire & Police Pension	\$ -	\$ -	Fire & Police Pension	\$ -	\$ -	
2-14	Grants	\$ -	\$ -	Grants	\$ -	\$ -	
2-15	Donations	\$ -	\$ -	Donations	\$ -	\$ -	
2-16	Charges for Sales and Services	\$ -	\$ -	Charges for Sales and Services	\$ -	\$ -	
2-17	Rental Income	\$ -	\$ -	Rental Income	\$ -	\$ -	
2-18	Fines and Forfeits	\$ -	\$ -	Fines and Forfeits	\$ -	\$ -	
2-19	Interest/Investment Income	\$ 15	\$ 9	Interest/Investment Income	\$ -	\$ -	
2-20	Tap Fees	\$ -	\$ -	Tap Fees	\$ -	\$ -	
2-21	Proceeds from Sale of Capital Assets	\$ -	\$ -	Proceeds from Sale of Capital Assets	\$ -	\$ -	
2-22	All Other [specify]:	\$ -	\$ -	All Other [specify]:	\$ -	\$ -	
2-23		\$ -	\$ -		\$ -	\$ -	
2-24	Add lines 2-8 through 2-23 TOTAL REVENUES		\$ 5,629	Add lines 2-8 through 2-23 TOTAL REVENUES		\$ -	
	Other Financing Sources			Other Financing Sources			
2-25	Debt Proceeds	\$ -	\$ -	Debt Proceeds	\$ -	\$ -	
2-26	Developer Advances	\$ 64,665	\$ -	Developer Advances	\$ 41,173	\$ -	
2-27	Other [specify]:	\$ -	\$ -	Other [specify]:	\$ -	\$ -	
2-28	Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES	\$ 64,665	\$ -	Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES		\$ -	GRAND TOTALS
2-29	Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ 65,180	\$ 5,629	Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ 41,173	\$ -	\$ 111,982

IF GRAND TOTAL REVENUES AND OTHER FINANCING SOURCES \$ 41,173 \$ - \$ 111,982 IF GRAND TOTAL REVENUES AND OTHER FINANCING SOURCES for all funds (Line 2-29) are GREATER than \$750,000 - STOP. You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance.

3-33 Fund Balance, December 31

Sum of Line 3-30, 3-31, and 3-32

This total should be the same as line 1-36.

#### PART 3 - FINANCIAL STATEMENTS - OPERATING STATEMENT - EXPENDITURES/EXPENSES **Governmental Funds** Proprietary/Fiduciary Funds Please use this space to Line # Description Debt Service Fund Description Capital Projects provide explanation of any Expenditures Expenses items on this page - | \$ 3-1 **General Government** 74.459 \$ **General Operating & Administrative** Judicial Salaries \$ 3-2 \$ 3-3 Law Enforcement \$ \$ **Payroll Taxes** \$ \$ 3-4 \$ - | \$ **Contract Services** \$ - | \$ **Highways & Streets Employee Benefits** 3-5 \$ - | \$ \$ \$ 3-6 Solid Waste \$ Insurance \$ \$ 3-7 Contributions to Fire & Police Pension Assoc. \$ Accounting and Legal Fees \$ \$ \$ Health Repair and Maintenance \$ 3-8 \$ \$ 3-9 **Culture and Recreation** \$ \$ Supplies \$ \$ 3-10 Transfers to other districts \$ - | \$ Utilities \$ \$ \$ Contributions to Fire & Police Pension Assoc. \$ Other [specify...]: - | \$ - | \$ 3-11 3-12 \$ - | \$ Other [specify...] \$ \$ 3-13 \$ \$ - | \$ \$ Capital Outlay \$ - \$ Capital Outlay \$ 41.173 \$ 3-14 **Debt Service Debt Service** Principal Principal \$ - \$ 3-15 3-16 Interest \$ - | \$ Interest \$ - | \$ **Bond Issuance Costs** \$ **Bond Issuance Costs** \$ 3-17 - | \$ \$ **Developer Principal Repayments Developer Principal Repayments** 3-18 \$ \$ \$ - | \$ - | 3-19 **Developer Interest Repayments** \$ \$ **Developer Interest Repayments** \$ \$ 3-20 All Other [specify...]: \$ \$ All Other [specify...]: \$ \$ **GRAND TOTAL** 3-21 \$ \$ \$ Add lines 3-1 through 3-21 Add lines 3-1 through 3-21 3-22 74,459 \$ 78 41,173 | \$ 115,710 TOTAL EXPENDITURES **TOTAL EXPENSES** 3-23 Interfund Transfers (In) \$ Net Interfund Transfers (In) Out \$ 3-24 Interfund Transfers Out \$ \$ Other [specify...][enter negative for expense] \$ \$ Other Expenditures (Revenues): \$ - | \$ Depreciation \$ Other Financing Sources (Uses) 41,173 \$ 3-26 \$ - | \$ (from line 2-28) \$ **Capital Outlay** 3-27 \$ 41,173 | \$ 3-28 \$ **Debt Principal** (from line 3-15, 3-18) \$ 3-29 (Add lines 3-23 through 3-28) (Line 3-26, plus line 3-27, less line 3-24, less line 3-25) TOTAL TRANSFERS AND OTHER EXPENDITURES TOTAL GAAP RECONCILING ITEMS 3-30 Excess (Deficiency) of Revenues and Other Financing Net Increase (Decrease) in Net Position Sources Over (Under) Expenditures Line 2-29, less line 3-22, plus line 3-29, plus line 3-23, less Line 2-29, less line 3-22, plus line 3-29 (9,279) \$ 5,551 Net Position, January 1 from December 31 prior year Fund Balance, January 1 from December 31 prior year report 2,125 \$ \$ 3-32 Prior Period Adjustment (MUST explain) Prior Period Adjustment (MUST explain) \$ \$

IF GRAND TOTAL EXPENDITURES for all funds (Line 3-22) are GREATER than \$750,000 - STOP. You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance.

(7,154) \$

Net Position, December 31

5,551 This total should be the same as line 1-36.

\$

Line 3-30 plus line 3-31

TOTAL INVESTMENTS

YES

**√** 

**V** 

TOTAL CASH AND INVESTMENTS

Please answer the following question by marking in the appropriate box

11-10.5-101, et seq. C.R.S.)? If no, MUST explain:

5-4 Are the entity's Investments legal in accordance with Section 24-75-601, et. seg., C.R.S.?

Are the entity's deposits in an eligible (Public Deposit Protection Act) public depository (Section

7,495

9,765

N/A

\$

NO

PART 7 -	PENSION	I INFORMATIO	V	
Please answer the following question by marking in the appropriate box		YES	NO	Please use this space to provide any explanations or comments:
<ul> <li>7-1 Does the entity have an "old hire" firemen's pension plan?</li> <li>7-2 Does the entity have a volunteer firemen's pension plan?</li> <li>If yes: Who administers the plan?</li> </ul>			<b>▽</b>	
Indicate the contributions from:				
Tax (property, SO, sales, etc.):	\$	-		
State contribution amount:	\$	-		
Other (gifts, donations, etc.):	\$	-		
ТОТ	AL \$	-		
What is the monthly benefit paid for 20 years of service per retiree as of Jan 1?	\$	-		

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	PART 8 - BI	UDGET IN	<b>FORMATIO</b>	N	
	Please answer the following question by marking in the appropriate box	YES	NO	N/A	Please use this space to provide any explanations or comments:
8-1	Did the entity file a current year budget with the Department of Local Affairs, in accordance with	v			
	Section 29-1-113 C.R.S.? If no, MUST explain: Did the entity pass an appropriations resolution in accordance with Section 29-1-108 C.R.S.?	_			
8-2	If no, MUST explain:	v			
If yes:	Please indicate the amount budgeted for each fund for the year reported				
	Fund Name Budgeted Expenditu	ures/Expenses			
	General Fund \$	80,000			
	Debt Service Fund \$ Capital Projects Fund \$	1,297,505 15,755,000			
	\$	-			
	PART 9 - TAX PAYE	R'S BILL	OF RIGHTS	(TABOR)	
	Please answer the following question by marking in the appropriate box	IN O DILL	YES	NO	Please use this space to provide any explanations or comments:
9-1	Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20	(5)]?	v		, , , , , , , , , , , , , , , , , , , ,
	government from the 3 percent emergency reserve requirement. All governments should determine it	f they meet this			
	PART 10 - G	ENERAL I	NEORMATI	ON	
	Please answer the following question by marking in the appropriate box		YES	NO	Please use this space to provide any explanations or comments:
	Is this application for a newly formed governmental entity?			✓	
If yes:	Date of formation:				
			J		
10-2	Has the entity changed its name in the past or current year?			✓	
If Yes:	NEW name		1		
	NEW name				
	PRIOR name				
10-3	Is the entity a metropolitan district?		J ☑		
	Please indicate what services the entity provides:				
	See information below.		]		
10-5	Does the entity have an agreement with another government to provide services?		, 		
If yes:	List the name of the other governmental entity and the services provided:				
	Compark Business Campus Metro		]		
10-6	Does the entity have a certified mill levy?		☑		
If yes:	Please provide the number of mills levied for the year reported (do not enter \$ amounts):		_	_	
	Bond Redemption mills 62.000				
	General/Other mills 15.000 Total mills 77.000				
	Please use this space to provide any addi		ions or comment	s not previously inc	Juded:
	T least use this space to provide any addi	moriai expianai	ions of comment	.5 not proviously life	nadea.

10-3: The District was established to provide financing for the design, acquisition, installation, construction and completion of public improvements and services, including water and sanitation service, street construction, installation of safety control devices, construction and maintenance of parks and recreation facilities, public transportation, fire protection, television relay and translation system, security services and mosquito control. All public infrastructure is to be owned and maintained by the Town of Parker or adjacent governmental entities.

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### PART 12 - GOVERNING BODY APPROVAL

Please answer the following question by marking in the appropriate box	YES	NO
12-1 If you plan to submit this form electronically, have you read the new Electronic Signature Policy?	✓	

Office of the State Auditor — Local Government Division - Exemption Form Electronic Signatures Policy and Procedures

#### Policy - Requirements

The Office of the State Auditor Local Government Audit Division may accept an electronic submission of an application for exemption from audit that includes governing board signatures obtained through a program such as Docusign or Echosign. Required elements and safeguards are as follows:

- The preparer of the application is responsible for obtaining board signatures that comply with the requirement in Section 29-1-604 (3), C.R.S., that states the application shall be personally reviewed, approved, and signed by a majority of the members of the governing body.
- The application must be accompanied by the signature history document created by the electronic signature software. The signature history document must show when the document was created and when the document was emailed to the various parties, and include the dates the individual board members signed the document. The signature history must also show the individuals' email addresses and IP address.
- . Office of the State Auditor staff will not coordinate obtaining signatures.

The application for exemption from audit form created by our office includes a section for governing body approval. Local governing boards note their approval and submit the application through one of the following three methods:

- 1) Submit the application in hard copy via the US Mail including original signatures.
- 2) Submit the application electronically via email and either,
- a. Include a copy of an adopted resolution that documents formal approval by the Board, or
- b. Include electronic signatures obtained through a software program such as Docusign or Echosign in accordance with the requirements noted above.

Below is the certification and approval of the governing body By signing, each individual member is certifying they are a duly elected or appointed officer of the local government. Governing members may be verified. Also by signing, each individual member certifies that this Application for Exemption from Audit has been prepared consistent with Section 29-1-604, C.R.S., which states that a governmental agency with revenue and expenditures of \$750,000 or less must have an application prepared by an independent accountant with knowledge of governmental accounting; completed to the best of their knowledge and is accurate and true. Use additional pages if needed.

	Print the names of <u>ALL</u> members of the governing body below.	A MAJORITY of the members of	the governing body must complete and sign in the column below.
1	Full Name  Kevin Smith	1.	r appointed board member, and that I have personally reviewed and approve
2	Full Name  Lawrence Jacobson		Lected or appointed board member, and that I have personally reviewed and udit.  Date:    Jacobismular f. Jacobism
3	Full Name Andrew Klein	I, Andrew Klein, attest that I am a duly elected this application for exemption from audit. Signed My term Expires: May 2022	or appointed board member, and that I have personally reviewed and approve 3/17/2021
4	Full Name	I, personally reviewed and approve this applicat Signed My term Expires:	, attest that I am a duly elected or appointed board member, and that I have ion for exemption from audit.
5	Full Name	I,	·
6	Full Name	I,	·
7	Full Name	I,	



CliftonLarsonAllen LLP www.CLAConnect.com

# **Accountant's Compilation Report**

Board of Directors Belford South Metropolitan District Douglas County, Colorado

Management is responsible for the accompanying Application for Exemption from Audit of Belford South Metropolitan District as of and for the year ended December 31, 2020, included in the accompanying prescribed form. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the financial statements included in the accompanying prescribed form nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements incompcluded in the accompanying prescribed form.

The Application for Exemption from Audit is presented in accordance with the requirements of the Colorado Office of the State Auditor, which differ from accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the Colorado Office of the State Auditor and is not intended to be and should not be used by anyone other than this specified party.

We are not independent with respect to Belford South Metropolitan District.

Greenwood Village, Colorado

Clifton Larson allen LLG

March 3, 2021



### **Certificate Of Completion**

Envelope Id: EFC4EF51B26744FFA08378EF901976F7

Subject: Please DocuSign: BSMD 2020 Audit Exemption.pdf

Client Name: Belford South Metropolitan District

Client Number: 011-044877-00

Source Envelope:

Document Pages: 9 Signatures: 3 Envelope Originator: Certificate Pages: 5 Initials: 0 Ladiella Henderson 220 South 6th Street AutoNav: Enabled

Envelopeld Stamping: Enabled Suite 300

Time Zone: (UTC-06:00) Central Time (US & Canada) Minneapolis, MN 55402

Ladiella.Henderson@claconnect.com

IP Address: 174.16.138.238

**Record Tracking** 

Status: Original Holder: Ladiella Henderson Location: DocuSign

DocuSigned by:

andy blein

Signed using mobile

DocuSigned by

kevin Smith

84A534656EB141B...

Signature Adoption: Pre-selected Style

Signature Adoption: Pre-selected Style

Using IP Address: 96.93.223.173

Using IP Address: 96.93.223.173

3/16/2021 6:30:00 PM Ladiella.Henderson@claconnect.com

**Signer Events** Signature

Andy Klein aklein@westsideinv.com

Mgr

Security Level: Email, Account Authentication

(None)

**Electronic Record and Signature Disclosure:** 

Accepted: 3/17/2021 10:40:28 AM ID: 8c242823-5ebb-4017-89c5-d9630ed6236f

Kevin Smith ksmith@westsideinv.com

**Assistant Secretary** 

Security Level: Email, Account Authentication

(None)

**Electronic Record and Signature Disclosure:** Accepted: 3/18/2021 9:01:11 AM

ID: afd05c5f-e530-42f3-9773-2736d2e9f470

Lawrence P. Jacobson ljacobson@westsideinv.com

Security Level: Email, Account Authentication

(None)

Lawrence P. Jacobson 187C9EFDAF954FD..

Signature Adoption: Pre-selected Style Using IP Address: 71.218.89.119

**Electronic Record and Signature Disclosure:** 

Accepted: 3/17/2021 7:32:44 AM

ID: e40b5ca6-07cc-41ce-b077-b26de9368e18

**Timestamp** 

Status: Completed

Sent: 3/16/2021 6:34:04 PM

Viewed: 3/17/2021 10:40:28 AM Signed: 3/17/2021 10:40:36 AM

Sent: 3/16/2021 6:34:04 PM Viewed: 3/18/2021 9:01:11 AM

Signed: 3/18/2021 9:01:19 AM

Sent: 3/16/2021 6:34:04 PM

Viewed: 3/17/2021 7:32:44 AM

Signed: 3/17/2021 7:33:41 AM

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Summary Events Envelope Sent	Status Hashed/Encrypted	<b>Timestamps</b> 3/16/2021 6:34:04 PM
		•
Envelope Sent	Hashed/Encrypted	3/16/2021 6:34:04 PM
Envelope Sent Certified Delivered	Hashed/Encrypted Security Checked	3/16/2021 6:34:04 PM 3/17/2021 7:32:44 AM
Envelope Sent Certified Delivered Signing Complete	Hashed/Encrypted Security Checked Security Checked	3/16/2021 6:34:04 PM 3/17/2021 7:32:44 AM 3/17/2021 7:33:41 AM

#### ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, CliftonLarsonAllen LLP (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

# **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

## Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

# All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### How to contact CliftonLarsonAllen LLP:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: BusinessTechnology@CLAconnect.com

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To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at BusinessTechnology@CLAconnect.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

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