# **APPLICATION FOR EXEMPTION FROM AUDIT**

# SHORT FORM

NAME OF GOVERNMENT **ADDRESS** 

Sunset Parks Metropolitan District 8390 S Crescent Parkway

**CONTACT PERSON** 

**PHONE EMAIL** 

Suite 300 Greenwood Village, CO 80111 Jason Carroll 303-779-5710

For the Year Ended 12/31/23 or fiscal year ended:

# PART 1 - CERTIFICATION OF PREPARER

I certify that I am skilled in governmental accounting and that the information in the application is complete and accurate, to the best of my knowledge.

NAME:

TITLE

FIRM NAME (if applicable)

**ADDRESS** PHONE

Jason Carroll

Accountant for the District CliftonLarsonAllen LLP

Jason.Carroll@claconnect.com

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

See attached accountants compilation report  2/29/2024  Please indicate whether the following financial information is recorded using Governmental or Proprietary fund types  GOVERNMENTAL (MODIFIED ACCRUAL BASIS)  (CASH OR BUDGETARY BASIS)	PREPARER (SIGNATURE REQUIRED)	D	ATE PREPARED
Please indicate whether the following financial information is recorded using Governmental or Proprietary fund types (MODIFIED ACCRUAL BASIS) (CASH OR BUDGETARY BASIS)	See attached accountants compilation report		2/29/2024
	Please indicate whether the following financial information is recorded using Governmental or Proprietary fund types	 	1

# **PART 2 - REVENUE**

REVENUE: All revenues for all funds must be reflected in this section, including proceeds from the sale of the government's land, building, and equipment, and proceeds from debt or lease transactions. Financial information will not include fund equity information.

Line#		Description	Round to nearest Dollar	Please use this
2-1	Taxes: Property	y (report mills levied in Question 10-6)	\$	space to provide
2-2	Specific	ownership	\$ 385	any necessary
2-3	Sales a	nd use	\$ -	explanations
2-4	Other (s	pecify): Other revenue	\$ 1	
2-5	Licenses and permits		\$ -	
2-6	Intergovernmental:	Grants	\$ -	
2-7		Conservation Trust Funds (Lottery)	\$ -	
2-8		Highway Users Tax Funds (HUTF)	\$ -	
2-9		Other (specify):	\$ -	
2-10	Charges for services		\$ -	
2-11	Fines and forfeits		\$ -	
2-12	Special assessments		\$ -	
2-13	Investment income		\$ -	
2-14	Charges for utility services		\$ -	
2-15	Debt proceeds	(should agree with line 4-4, column 2)	\$ -	
2-16	Lease proceeds		\$ -	
2-17	Developer Advances receive	d (should agree with line 4-4)	\$ 13,932	
2-18	Proceeds from sale of capita	l assets	\$ -	
2-19	Fire and police pension		\$ -	
2-20	Donations		\$ -	
2-21	Other (specify):		\$ -	
2-22			\$ -	
2-23			\$ -	
2-24		(add lines 2-1 through 2-23) TOTAL REVENUE	\$ 21,882	

# **PART 3 - EXPENDITURES/EXPENSES**

EXPENDITURES: All expenditures for all funds must be reflected in this section, including the purchase of capital assets and principal and interest payments on long-term debt. Financial information will not include fund equity information.

1:00#	interest payments on long-term debt. Financial information will not	include fund equity inform	natio		Please use this
Line#	Description Description		_	Round to nearest Dollar	
3-1	Administrative		\$	-,	space to provide
3-2	Salaries		\$	-	any necessary
3-3	Payroll taxes		\$	-	explanations
3-4	Contract services		\$	-	
3-5	Employee benefits		\$	-	
3-6	Insurance		\$	-	
3-7	Accounting and legal fees		\$	17,132	
3-8	Repair and maintenance		\$	-	
3-9	Supplies		\$	-	
3-10	Utilities and telephone		\$	-	
3-11	Fire/Police		\$	-	
3-12	Streets and highways		\$	-	
3-13	Public health		\$	-	
3-14	Capital outlay		\$	-	
3-15	Utility operations		\$	-	
3-16	Culture and recreation		\$	-	
3-17	Debt service principal	(should agree with Part 4)	\$	-	
3-18	Debt service interest		\$	-	
3-19	Repayment of Developer Advance Principal	(should agree with line 4-4)	\$	-	
3-20	Repayment of Developer Advance Interest		\$	-	
3-21	Contribution to pension plan	(should agree to line 7-2)	\$	-	
3-22	Contribution to Fire & Police Pension Assoc.	(should agree to line 7-2)	\$	-	
3-23	Other (specify):				
3-24	County Treasurer's fee		\$	113	
3-25		ľ	\$	-	
3-26	(add lines 3-1 through 3-24) TOTAL EXPEN	DITURES/EXPENSES	\$	19,133	

If TOTAL REVENUE (Line 2-24) or TOTAL EXPENDITURES (Line 3-26) are GREATER than \$100,000 - <u>STOP</u>. You may not use this form. Please use the "Application for Exemption from Audit - <u>LONG FORM</u>".

depository (Section 11-10.5-101, et seq. C.R.S.)?

If no, MUST use this space to provide any explanations:

	PART 4 - DEBT OUTSTANDING	s, IS	SUED	, A	ND RE	TIF	RED		
	Please answer the following questions by marking the a						Yes		No
4-1	Does the entity have outstanding debt?								✓
4-2	If Yes, please attach a copy of the entity's Debt Repayment So								<b>✓</b>
4-2	Is the debt repayment schedule attached? If no, MUST explain N/A. The District has no debt.	1 below	/:			1			
	TWA. The District has no debt.								
4-3	Is the entity current in its debt service payments? If no, MUST	explai	in helow:			]			<b>✓</b>
. •	N/A. The District has no debt.	OXPIGI				1	_		_
4-4	Please complete the following debt schedule, if applicable:								
	(please only include principal amounts)(enter all amount as positive		anding at	Iss	ued during	Retir	red during		tanding at
	numbers)	end of	prior year*		year		year	У	ear-end
	General obligation bonds	\$	_	\$	_	\$	_	\$	_
	Revenue bonds	\$	-	\$	_	\$	-	\$	-
	Notes/Loans	\$	_	\$	_	\$	_	\$	_
	Lease & SBITA** Liabilities [GASB 87 & 96]	\$	_	\$	_	\$	_	\$	
	Developer Advances	\$	_	\$	13,932	\$	_	\$	13,932
	Other (specify):	\$	_	\$	- 10,002	\$	_	\$	- 10,002
	TOTAL	\$		\$	13,932	_		\$	13,932
**Subscript	tion Based Information Technology Arrangements		agree to prio		end balance			Ψ	10,002
	Please answer the following questions by marking the appropriate boxes.		agree to price	, year	Ona Balance		Yes		No
4-5	Does the entity have any authorized, but unissued, debt?						<b>✓</b>		
If yes:	How much?	\$			50,000.00				
	Date the debt was authorized:		5/6/2	800					
4-6	Does the entity intend to issue debt within the next calendar y	ear?				_			✓
If yes:	How much?	\$			-	]			
4-7	Does the entity have debt that has been refinanced that it is s	till resp	onsible f	or?					<b>✓</b>
If yes:	What is the amount outstanding?	\$			-	]			
4-8	Does the entity have any lease agreements?					1			<b>✓</b>
If yes:	What is being leased?								
	What is the original date of the lease? Number of years of lease?					-			
	Is the lease subject to annual appropriation?					J			<b>✓</b>
	What are the annual lease payments?	\$				)			_
	Part 4 - Please use this space to provide any explanations/con	ments	or attach	ı ser	arate doc	ument	tation, if n	eede	t
	, , , , , , , , , , , , , , , , , , ,						,		
	PART 5 - CASH AND	INV	<b>FSTM</b>	IEN	ITS				
		шчч			110	^	mount		Total
5-1	Please provide the entity's cash deposit and investment balances. YEAR-END Total of ALL Checking and Savings Accounts					\$	1,469		TOtal
5-2	Certificates of deposit					\$	- 1,+00	1	
0-2	Total Cash Deposits					Ψ		\$	1,469
	Investments (if investment is a mutual fund, please list underlying	investm	nents).					Ψ	1,400
			iorito).						
						\$	-	1	
5-3						\$	-	1	
						\$	-	1	
	Total Investments					\$	-	•	
	Total Investments							\$	1 460
	Total Cash and Investments	into b			Vec		Ma	\$	1,469
E A	Please answer the following questions by marking in the appropr				Yes		No		N/A
5-4	Are the entity's Investments legal in accordance with Section seq., C.R.S.?	∠4- <i>1</i> 5-(	ou1, et.			[			<b>✓</b>
5-5	Are the entity's deposits in an eligible (Public Deposit Protect	ion Act	t) public		<b>V</b>	[			

	PART 6 - CAPITAL AND RIO  Please answer the following questions by marking in the appropriate box.		1-10-0	SE AS	55E		es		No
6-1	Does the entity have capital assets?					<b>V</b>			
6-2	Has the entity performed an annual inventory of capital asset 29-1-506, C.R.S.,? If no, MUST explain:	s in a	ccordance	with Sect	on	<b>V</b>			
6-3	Complete the following capital & right to use assets table:		Balance - inning of the year*	Additions ( be include Part 3	ed in	Delet	tions		ear-End Salance
	Land	\$	-	\$	-	\$		\$	-
	Buildings Machinery and agricument	\$	-	\$	-	\$	-	\$	-
	Machinery and equipment Furniture and fixtures	\$	-	\$	-	\$ \$	-	\$	-
	Infrastructure	\$		\$	<del>-</del>	\$		\$	-
	Construction In Progress (CIP)	\$	129,307	\$	-	\$		\$	129,307
	Leased & SBITA Right-to-Use Assets	\$	-	\$	-	\$	-	\$	-
	Other (explain):	\$	-	\$	-	\$	-	\$	-
	Accumulated Depreciation/Amortization	\$	_	\$	_	\$	_		
	(Please enter a negative, or credit, balance)	\$	129,307	\$	_	\$		\$	- 129,307
	TOTAL		st tie to prior ye	, ,		Φ	-	φ	129,307
	Part 6 - Please use this space to provide any explanations					tation. i	f neede	d:	
	, , , , , , , , , , , , , , , , , , , ,					,			
	PART 7 - PENSION	INF	ORMA	TION					
	Please answer the following questions by marking in the appropriate box					Ye	es		No
7-1	Does the entity have an "old hire" firefighters' pension plan?								✓
7-2	Does the entity have a volunteer firefighters' pension plan?								✓
f yes:	Who administers the plan?								
	Indicate the contributions from:								
	Tax (property, SO, sales, etc.):			\$	-				
	State contribution amount:			\$	-				
	Other (gifts, donations, etc.):			\$	-				
	TOTAL	4!	an of law	\$	-				
	What is the monthly benefit paid for 20 years of service per re 1?	tiree	as of Jan	\$	-				
	Part 7 - Please use this space to provide	anv e	xplanations	s or comm	ents	•			
	Ture Troubblack time opace to provide	uny o	хрішницон	5 OF OOTHI	.01110	•			
	PART 8 - BUDGET	NF	ORMA'	TION					
	Please answer the following questions by marking in the appropriate box			Yes		N	lo		N/A
8-1	Did the entity file a budget with the Department of Local Affairs for		urrent year	<b>V</b>			-		
	in accordance with Section 29-1-113 C.R.S.? If no, MUST explain:			V					
8-2	Did the entity pass an appropriations resolution, in accordance	ce wi	th Section	' _		_			_
	29-1-108 C.R.S.? If no, MUST explain:	00 111	000	<b>✓</b>					
				I					
f yes:	Please indicate the amount budgeted for each fund for the ye	ar re <sub>l</sub>	ported:						
	Governmental/Proprietary Fund Name	To	otal Appropria	tions By Fu	nd				
	General Fund	\$		-	0,000				

	PART 9 - TAXPAYER'S BILL OF RIGHTS (TABC	R)	
	Please answer the following question by marking in the appropriate box	Yes	No
9-1	Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]?		
	Note: An election to exempt the government from the spending limitations of TABOR does not exempt the government from the 3 percent emergency reserve requirement. All governments should determine if they meet this requirement of TABOR.	☑	

If no, MUST explain:

	PART 10 - GENERAL INFORMATION		
	Please answer the following questions by marking in the appropriate boxes.	Yes	No
10-1	Is this application for a newly formed governmental entity?		<b>V</b>
If yes:	Date of formation:	]	
10-2	Has the entity changed its name in the past or current year?		V
If yes:	Please list the NEW name & PRIOR name:	7	
40.2		J	
10-3	Is the entity a metropolitan district? Please indicate what services the entity provides:	✓	
	See Below	]	
10-4	Does the entity have an agreement with another government to provide services?	, 	<b>V</b>
If yes:	List the name of the other governmental entity and the services provided:	]	
10-5	Has the district filed a <i>Title 32, Article 1 Special District Notice of Inactive Status</i> during	,	<b>V</b>
If yes:	Date Filed:		
10-6	Does the entity have a certified Mill Levy?		
If yes:	Please provide the following <u>mills</u> levied for the year reported (do not report \$ amounts):		
	Bond Redemption mills		-
	General/Other mills		50.000
	Total mills		50.000
	NEW 2023! If the entity is a Title 32 Special District formed on or after 7/1/2000, has	No	N/A
10-7	NEW 2023! If the entity is a Title 32 Special District formed on or after 7/1/2000, has the entity filed its preceding year annual report with the State Auditor as required		
	under SB 21-262 [Section 32-1-207 C.R.S.]? If NO, please explain.	-	

Please use this space to provide any additional explanations or comments not previously included:

10-3: The District was established to provide financing for the design, acquisition, installation, construction and completion of public improvements and services, including water, sanitation, street, safety protection, park and recreation, transportation, television relay and translation and mosquito control improvements and services.

	PART 11 - 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?	<b>V</b>	

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

### **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.

Print the	names of ALL members of current governing body below.	A MAJORITY of the members of the governing body must sign below.
Board Member 1	Print Board Member's Name Kent Pedersen	I, Kent Pedersen, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.  Signed Ledwin 3/7/2024  Date:
Board Member 2	Print Board Member's Name  Jennifer Thornbloom	I, Jennifer Thornbloom, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.  Signed
Board Member 3	Print Board Member's Name  Debra Hessler	I Debra Hessler, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed Dura Russler  Date:
Board Member 4	Print Board Member's Name Jonathan Beckwitt	I, Jonathan Beckwitt, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.  Signed Burnt Date:  My term Expires: 2025
Board Member 5	Print Board Member's Name Alexander Ray	I, Alexander Ray, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed Live Audit 1994   199
Board Member 6	Print Board Member's Name	I
Board Member 7	Print Board Member's Name	I, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.  Signed



CliftonLarsonAllen LLP 8390 East Crescent Parkway, Suite 300 Greenwood Village, CO 80111 phone 303-779-5710 fax 303-779-0348 claconnect.com

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

Board of Directors
Sunset Parks Metropolitan District
Weld County, Colorado

Management is responsible for the accompanying Application for Exemption from Audit of Sunset Parks Metropolitan District as of and for the year ended December 31, 2023, 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 included 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 Sunset Parks Metropolitan District.

Greenwood Village, Colorado

Clifton Larson allen LAP

February 29, 2024

**Certificate Of Completion** 

Envelope Id: 5BAEE940CBD446518EBD3448CD88EA62

Subject: Complete with DocuSign: SPMD - 2023 Audit Exemption.pdf

Client Name: Sunset Parks Metropolitan District

Client Number: a110948 Source Envelope:

Envelopeld Stamping: Enabled

Document Pages: 8 Signatures: 5 **Envelope Originator:** 

Initials: 0 Certificate Pages: 5 Porter Tirrill

AutoNav: Enabled 220 S 6th St Ste 300

Time Zone: (UTC-06:00) Central Time (US & Canada) Porter.Tirrill@claconnect.com IP Address: 65.59.88.254

> Signature Adoption: Pre-selected Style Using IP Address: 205.168.224.35

> Signature Adoption: Pre-selected Style

Signature Adoption: Pre-selected Style Using IP Address: 205.168.224.35

Using IP Address: 204.109.20.254

Jennifer Hornbloom

**Record Tracking** 

Status: Original Holder: Porter Tirrill Location: DocuSign

Debra Hessler

987811F3070C4FA

Signature

3/7/2024 9:36:49 AM Porter.Tirrill@claconnect.com

Signer Events

Alexander Ray alexander Ray alexander.ray@lennar.com

Security Level: Email, Account Authentication

(None)

**Electronic Record and Signature Disclosure:** 

Accepted: 3/7/2024 12:14:22 PM

ID: 121163d2-469a-4997-b0fd-1f3ec9cd556a

Debra Hessler debra.hessler@lennar.com

Treasurer/Secretary

Debra Hessler

Security Level: Email, Account Authentication

(None)

**Electronic Record and Signature Disclosure:** 

Accepted: 3/7/2024 12:57:08 PM

ID: 46b7510b-2fcc-4302-9f0e-ea863f0424f7

Jennifer Thornbloom

jennifer.thornbloom@lennar.com

Security Level: Email, Account Authentication

(None)

**Electronic Record and Signature Disclosure:** 

Accepted: 3/7/2024 11:58:40 AM

ID: f38af64c-6be3-44cb-b611-abad55180116

Jonathan Beckwitt

jack.beckwitt@lennar.com

Security Level: Email, Account Authentication

(None)

Signature Adoption: Drawn on Device Using IP Address: 205.168.224.35

**Electronic Record and Signature Disclosure:** 

**Timestamp** 

Status: Completed

Sent: 3/7/2024 11:28:06 AM Resent: 3/7/2024 11:37:33 AM Viewed: 3/7/2024 12:14:22 PM

Minneapolis, MN 55402-1418

Signed: 3/7/2024 12:14:31 PM

Sent: 3/7/2024 11:28:04 AM Viewed: 3/7/2024 12:57:08 PM

Signed: 3/7/2024 12:57:19 PM

Sent: 3/7/2024 11:28:04 AM

Sent: 3/7/2024 11:28:05 AM

Viewed: 3/7/2024 11:34:18 AM

Signed: 3/7/2024 11:34:23 AM

Viewed: 3/7/2024 11:58:40 AM Signed: 3/7/2024 11:58:54 AM

**Signer Events** 

**Signature** 

**Timestamp** 

Accepted: 3/7/2024 11:34:18 AM

ID: 43d2ba2d-2eb1-465c-98be-b11e3568bd81

Kent Pedersen

kent.pedersen@lennar.com

President

Security Level: Email, Account Authentication

(None)

Signature Adoption: Drawn on Device Using IP Address: 205.168.224.35

Sent: 3/7/2024 11:28:06 AM Viewed: 3/7/2024 11:28:55 AM Signed: 3/7/2024 11:29:04 AM

**Electronic Record and Signature Disclosure:** 

Accepted: 3/7/2024 11:28:55 AM ID: 639f3a83-ac06-4f32-952e-b4a09c984b2a

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
	_	Timestamps Timestamps
Notary Events	Signature	·
Notary Events  Envelope Summary Events	Signature Status	Timestamps
Notary Events  Envelope Summary Events  Envelope Sent	Signature Status Hashed/Encrypted	Timestamps 3/7/2024 11:28:07 AM
Notary Events  Envelope Summary Events  Envelope Sent Envelope Updated	Signature  Status  Hashed/Encrypted Security Checked	Timestamps 3/7/2024 11:28:07 AM 3/7/2024 11:37:32 AM
Notary Events  Envelope Summary Events  Envelope Sent Envelope Updated Envelope Updated	Signature  Status  Hashed/Encrypted Security Checked Security Checked	Timestamps 3/7/2024 11:28:07 AM 3/7/2024 11:37:32 AM 3/7/2024 11:37:32 AM
Notary Events  Envelope Summary Events  Envelope Sent Envelope Updated Envelope Updated Certified Delivered	Signature  Status  Hashed/Encrypted Security Checked Security Checked Security Checked	Timestamps 3/7/2024 11:28:07 AM 3/7/2024 11:37:32 AM 3/7/2024 11:37:32 AM 3/7/2024 11:28:55 AM
Notary Events  Envelope Summary Events  Envelope Sent Envelope Updated Envelope Updated Certified Delivered Signing Complete	Signature  Status  Hashed/Encrypted Security Checked Security Checked Security Checked Security Checked Security Checked	Timestamps 3/7/2024 11:28:07 AM 3/7/2024 11:37:32 AM 3/7/2024 11:37:32 AM 3/7/2024 11:28:55 AM 3/7/2024 11:29:04 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

#### To advise CliftonLarsonAllen LLP of your new email address

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.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

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