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# APPLICATION FOR EXEMPTION FROM AUDIT

## SHORT FORM

| | | |
|---|---|---|
| NAME OF GOVERNMENT | Senac South Metro District No. 4 | For the Year Ended 12/31/21 or fiscal year ended: |
| ADDRESS | 111 S Tejon Street | |
| | Suite 705 | |
| | Colorado Springs, CO 80903 | |
| CONTACT PERSON | Carrie Bartow | |
| PHONE | 719-635-0330 | |
| EMAIL | Carrie.Bartow@claconnect.com | |
| FAX | 719-473-3630 | |

## 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: | Carrie Bartow |
| TITLE | Accountant for the District |
| FIRM NAME (if applicable) | CliftonLarsonAllen LLP |
| ADDRESS | 111 S Tejon Street, Suite 705, Colorado Springs, CO 80903 |
| PHONE | 719-635-0330 |
| DATE PREPARED | 3/2/2022 |

## PREPARER (SIGNATURE REQUIRED)

SEE ATTACHED ACCOUNTANT'S COMPILATION REPORT

| Please indicate whether the following financial information is recorded using Governmental or Proprietary fund types | GOVERNMENTAL (MODIFIED ACCRUAL BASIS) | PROPRIETARY (CASH OR BUDGETARY BASIS) |
|---|---|---|
| | ☑ | ☐ |

In Process

# 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 space to provide any necessary explanations |
|---|---|---|---|---|
| 2-1 | Taxes: | Property (report mills levied in Question 10-6) | $ - | |
| 2-2 | | Specific ownership | $ - | |
| 2-3 | | Sales and use | $ - | |
| 2-4 | | Other (specify): | $ - | |
| 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 received | (should agree with line 4-4) | $ - | |
| 2-18 | Proceeds from sale of capital 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 | $ - | |

# 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.

| Line# | Description | | Round to nearest Dollar | Please use this space to provide any necessary explanations |
|---|---|---|---|---|
| 3-1 | Administrative | | $ - | |
| 3-2 | Salaries | | $ - | |
| 3-3 | Payroll taxes | | $ - | |
| 3-4 | Contract services | | $ - | |
| 3-5 | Employee benefits | | $ - | |
| 3-6 | Insurance | | $ - | |
| 3-7 | Accounting and legal fees | | $ - | |
| 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 | | | $ - | |
| 3-25 | | | $ - | |
| 3-26 | (add lines 3-1 through 3-24) | TOTAL EXPENDITURES/EXPENSES | $ - | |

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

# PART 4 - DEBT OUTSTANDING, ISSUED, AND RETIRED

| | Please answer the following questions by marking the appropriate boxes. | Yes | No |
|---|---|---|---|
| 4-1 | Does the entity have outstanding debt?<br>If Yes, please attach a copy of the entity's Debt Repayment Schedule. | ☐ | ☑ |
| 4-2 | Is the debt repayment schedule attached? If no, MUST explain:<br>**N/A. The District has no debt.** | ☐ | ☑ |
| 4-3 | Is the entity current in its debt service payments? If no, MUST explain:<br>**N/A. The District has no debt.** | ☐ | ☑ |

4-4

| Please complete the following debt schedule, if applicable:<br>(please only include principal amounts)(enter all amount as positive numbers) | Outstanding at end of prior year* | Issued during year | Retired during year | Outstanding at year-end |
|---|---|---|---|---|
| General obligation bonds | $ - | $ - | $ - | $ - |
| Revenue bonds | $ - | $ - | $ - | $ - |
| Notes/Loans | $ - | $ - | $ - | $ - |
| Leases | $ - | $ - | $ - | $ - |
| Developer Advances | $ - | $ - | $ - | $ - |
| Other (specify): | $ - | $ - | $ - | $ - |
| TOTAL | $ - | $ - | $ - | $ - |

*must tie to prior year ending balance

| | Please answer the following questions by marking the appropriate boxes. | | Yes | No |
|---|---|---|---|---|
| 4-5 | Does the entity have any authorized, but unissued, debt? | | ☑ | ☐ |
| If yes: | How much? | $878,300,000 | | |
| | Date the debt was authorized: | 1- Nov-05 | | |
| 4-6 | Does the entity intend to issue debt within the next calendar year? | | ☐ | ☑ |
| If yes: | How much? | $ - | | |
| 4-7 | Does the entity have debt that has been refinanced that it is still responsible for? | | ☐ | ☑ |
| If yes: | What is the amount outstanding? | $ - | | |
| 4-8 | Does the entity have any lease agreements? | | ☐ | ☑ |
| 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? | | ☐ | ☐ |
| | What are the annual lease payments? | $ - | | |

Please use this space to provide any explanations or comments:

# PART 5 - CASH AND INVESTMENTS

| | Please provide the entity's cash deposit and investment balances. | Amount | Total |
|---|---|---|---|
| 5-1 | YEAR-END Total of ALL Checking and Savings Accounts | $ - | |
| 5-2 | Certificates of deposit | $ - | |
| | **Total Cash Deposits** | | $ - |
| | Investments (if investment is a mutual fund, please list underlying investments): | | |
| 5-3 | | $ - | |
| | | $ - | |
| | | $ - | |
| | | $ - | |
| | **Total Investments** | | $ - |
| | **Total Cash and Investments** | | $ - |

| | Please answer the following questions by marking in the appropriate boxes | Yes | No | N/A |
|---|---|---|---|---|
| 5-4 | Are the entity's Investments legal in accordance with Section 24-75-601, et. seq., C.R.S.? | ☐ | ☐ | ☑ |
| 5-5 | Are the entity's deposits in an eligible (Public Deposit Protection Act) public depository (Section 11-10.5-101, et seq. C.R.S.)? | ☐ | ☐ | ☑ |

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

# PART 6 - CAPITAL ASSETS

Please answer the following questions by marking in the appropriate boxes.

| | | Yes | No |
|---|---|---|---|
| 6-1 | Does the entity have capital assets? | ☐ | ☑ |
| 6-2 | Has the entity performed an annual inventory of capital assets in accordance with Section 29-1-506, C.R.S.,? If no, MUST explain: | ☐ | ☑ |

N/A. The District has no capital assets.

6-3

| Complete the following capital assets table: | Balance - beginning of the year* | Additions (Must be included in Part 3) | Deletions | Year-End Balance |
|---|---|---|---|---|
| Land | $ - | $ - | $ - | $ - |
| Buildings | $ - | $ - | $ - | $ - |
| Machinery and equipment | $ - | $ - | $ - | $ - |
| Furniture and fixtures | $ - | $ - | $ - | $ - |
| Infrastructure | $ - | $ - | $ - | $ - |
| Construction In Progress (CIP) | $ - | $ - | $ - | $ - |
| Other (explain): | $ - | $ - | $ - | $ - |
| Accumulated Depreciation | $ - | $ - | $ - | $ - |
| TOTAL | $ - | $ - | $ - | $ - |

Please use this space to provide any explanations or comments:

# PART 7 - PENSION INFORMATION

Please answer the following questions by marking in the appropriate boxes.

| | | Yes | No |
|---|---|---|---|
| 7-1 | Does the entity have an "old hire" firefighters' pension plan? | ☐ | ☑ |
| 7-2 | Does the entity have a volunteer firefighters' pension plan? | ☐ | ☑ |

If yes: Who administers the plan?

Indicate the contributions from:

| | |
|---|---|
| Tax (property, SO, sales, etc.): | $ - |
| State contribution amount: | $ - |
| Other (gifts, donations, etc.): | $ - |
| TOTAL | $ - |

What is the monthly benefit paid for 20 years of service per retiree as of Jan 1? $ -

Please use this space to provide any explanations or comments:

# PART 8 - BUDGET INFORMATION

Please answer the following questions by marking in the appropriate boxes.

| | | Yes | No | N/A |
|---|---|---|---|---|
| 8-1 | Did the entity file a budget with the Department of Local Affairs for the current year in accordance with Section 29-1-113 C.R.S.? | ☑ | ☐ | ☐ |
| 8-2 | Did the entity pass an appropriations resolution, in accordance with Section 29-1-108 C.R.S.? If no, MUST explain: | ☑ | ☐ | ☐ |

If yes: Please indicate the amount budgeted for each fund for the year reported:

| Governmental/Proprietary Fund Name | Total Appropriations By Fund |
|---|---|
| General Fund | $ - |
| | |
| | |
| | |

# PART 9 - TAXPAYER'S BILL OF RIGHTS (TABOR)

| | 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)]?**<br>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?** | ☐ | ☑ |
| If yes: | **Date of formation:** | | |
| 10-2 | **Has the entity changed its name in the past or current year?** | ☐ | ☑ |
| If yes: | **Please list the NEW name & PRIOR name:** | | |
| 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?** | ☑ | ☐ |
| If yes: | **List the name of the other governmental entity and the services provided:** See below | | |
| 10-5 | **Has the district filed a *Title 32, Article 1 Special District Notice of Inactive Status* during** | ☑ | ☐ |
| If yes: | **Date Filed:** 19-Nov-21 | | |
| 10-6 | **Does the entity have a certified Mill Levy?** | ☐ | ☑ |

If yes:

**Please provide the following mills levied for the year reported (do not report $ amounts):**

| | |
|---|---|
| **Bond Redemption mills** | - |
| **General/Other mills** | - |
| **Total mills** | - |

**Please use this space to provide any explanations or comments:**

10-3 - Senac South Metro District provides financing for the design, acquisition, installation, and construction of streets, traffic and safety controls, water, sanitary sewer, parks and recreation, public transportation, mosquito control and security services and related operation and maintenance services.

10-4 - The District agreed to enter into an Intergovernmental Agreement with The City of Aurora, Colorado (the “City”), Senac South No. 1, Senac South No. 2 and Senac South No. 3 (Districts 1, 2, 3 and 4 collectively the “Districts”)

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| 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?** | ☑ | ☐ |

# 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.

In Process

| | Print the names of ALL members of current governing body below. | A MAJORITY of the members of the governing body must complete and sign in the column below. |
|---|---|---|
| Board Member 1 | Print Board Member's Name<br>Marc Cooper | I, Marc Cooper, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed DocuSigned by: Marc Cooper 5CE9C118480D4DE...<br>Date: 3/31/2022<br>My term Expires: May 2023 |
| Board Member 2 | Print Board Member's Name<br>Eric Miller | I, Eric Miller, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed DocuSigned by: 49E0B4064C4F477...<br>Date: 3/31/2022<br>My term Expires: May 2022 |
| Board Member 3 | Print Board Member's Name<br>Brett Perry | I, Brett Perry, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed_____<br>Date:_____<br>My term Expires: May 2022 |
| Board Member 4 | Print Board Member's Name<br>Jonathan Alpert | I, Jonathan Alpert, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed_____<br>Date:_____<br>My term Expires: May 2023 |
| Board Member 5 | Print Board Member's Name<br>Blake Cohen | I, Blake Cohen, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed DocuSigned by: Blake Cohen 4AE2C8B7B55D41B...<br>Date: 3/31/2022<br>My term Expires: May 2023 |
| Board Member 6 | 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.<br>Signed_____<br>Date:_____<br>My term Expires:_____ |
| 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.<br>Signed_____<br>Date:_____<br>My term Expires:_____ |

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

## Accountant's Compilation Report

Board of Directors
Senac South Metro District No. 4
Arapahoe County, Colorado

Management is responsible for the accompanying Application for Exemption from Audit of Senac South Metro District No. 4 as of and for the year ended December 31, 2021, 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 Senac South Metro District No. 4.

CliftonLarsonAllen LLP

Greenwood Village, Colorado
March 2, 2022

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## Certificate Of Completion

Envelope Id: 3BF86F0FF5014E83AA84752A8B5831EA
Subject: Please DocuSign: SSMD #4 Audit Exemption PDF.pdf
Client Name: Senac South Metropolitan District No. 4
Client Number: 011-042892-00
Source Envelope:
Document Pages: 8
Certificate Pages: 5
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-06:00) Central Time (US & Canada)

Signatures: 3
Initials: 0

Status: Sent

Envelope Originator:
Carl Powell
220 South 6th Street
Suite 300
Minneapolis, MN 55402
Carl.Powell@claconnect.com
IP Address: 165.225.10.147

## Record Tracking

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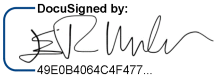
3/30/2022 3:36:30 PM

Holder: Carl Powell
Carl.Powell@claconnect.com

Location: DocuSign

| Signer Events | Signature | Timestamp |
|---|---|---|
| Marc Cooper<br>mcooper@coopermgmt.com<br>Vice President<br>Security Level: Email, Account Authentication (None) | DocuSigned by:<br>Marc Cooper<br>5CE9C118480D4DE...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 174.215.21.207<br>Signed using mobile | Sent: 3/30/2022 3:42:47 PM<br>Resent: 3/31/2022 1:18:41 PM<br>Viewed: 3/31/2022 2:35:22 PM<br>Signed: 3/31/2022 2:35:32 PM |
| **Electronic Record and Signature Disclosure:**<br>Accepted: 3/13/2020 1:59:37 PM<br>ID: a7f6b08a-9660-4c2a-8f0c-927897348bb8 | | |
| Eric Miller<br>rmiller@magnadevco.com<br>President<br>Security Level: Email, Account Authentication (None) | DocuSigned by:<br>49E0B4064C4F477...  <br>Signature Adoption: Uploaded Signature Image<br>Using IP Address: 73.153.20.152 | Sent: 3/31/2022 2:35:34 PM<br>Viewed: 3/31/2022 2:42:05 PM<br>Signed: 3/31/2022 2:42:14 PM |
| **Electronic Record and Signature Disclosure:**<br>Accepted: 3/31/2022 2:42:05 PM<br>ID: b69d814a-eb1a-4098-8014-89cd10ca6c2d | | |
| Blake Cohen<br>blakescohen@gmail.com<br>Stud<br>Security Level: Email, Account Authentication (None) | DocuSigned by:<br>Blake Cohen<br>4AE2C8B7B55D41B...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 71.237.7.31 | Sent: 3/31/2022 3:57:20 PM<br>Viewed: 3/31/2022 5:19:33 PM<br>Signed: 3/31/2022 5:19:40 PM |
| **Electronic Record and Signature Disclosure:**<br>Accepted: 3/31/2022 5:19:33 PM<br>ID: 9b66d1c6-b640-4251-a755-d95e93d1e854 | | |
| Brett Perry<br>bperry@Bravadapartners.com<br>Security Level: Email, Account Authentication (None) | | Sent: 3/31/2022 2:42:16 PM |
| **Electronic Record and Signature Disclosure:**<br>Not Offered via DocuSign | | |

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| Signer Events | Signature | Timestamp |
|---|---|---|
| Jonathan Alpert<br>jalpert@alpertcorp.com<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Accepted: 3/27/2022 6:59:29 AM<br>ID: 46ecce6e-735f-4e4d-9e21-2f214c538bec | | Sent: 3/31/2022 3:57:19 PM |

| In Person Signer Events | Signature | Timestamp |
|---|---|---|

| Editor Delivery Events | Status | Timestamp |
|---|---|---|
| Alonso<br>alonso.duranrodriguez@claconnect.com<br>CLA<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via DocuSign | VIEWED<br>Using IP Address: 165.225.10.178 | Sent: 3/31/2022 3:57:20 PM<br>Viewed: 3/31/2022 4:36:05 PM<br>Completed: 3/31/2022 4:36:22 PM<br>Freeform Signing |

| 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 Sent | Hashed/Encrypted | 3/30/2022 3:42:47 PM |

| Payment Events | Status | Timestamps |
|---|---|---|

| Electronic Record and Signature Disclosure |
|---|

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## 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.

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### 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**

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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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