# **APPLICATION FOR EXEMPTION FROM AUDIT**

### SHORT FORM

Parkdale Metropolitan District No. 1 NAME OF GOVERNMENT **ADDRESS** Suite 300

8390 E Crescent Parkway

Greenwood Village, CO 80111

Gigi Pangindian 303-779-5710 Gigi.Pangindian@claconnect.com

For the Year Ended 12/31/22 or fiscal year ended:

**CONTACT PERSON** 

**PHONE EMAIL** 

# **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** 

**DATE PREPARED** 

Gigi Pangindian

Accountant for the District CliftonLarsonAllen LLP

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

303-779-5710 2/13/2023

# PREPARER (SIGNATURE REQUIRED)

#### SEE ATTACHED ACCOUNTANT'S COMPILATION REPORT

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

## **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: Pro	perty	(report mills levied in Que	stion 10-6)	\$ 16,217	space to provide
2-2	Spe	cific owners	hip		\$ 725	any necessary
2-3	Sale	es and use			\$ -	explanations
2-4	Oth	er (specify):	Interest income		\$ 69	
2-5	Licenses and permits				\$ -	
2-6	Intergovernmental:		Grants		\$ -	
2-7			<b>Conservation Trust</b>	Funds (Lottery)	\$ -	
2-8			<b>Highway Users Tax</b>	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 service	es			\$ -	
2-15	Debt proceeds		(should ag	ree with line 4-4, column 2)	\$ -	
2-16	Lease proceeds				\$ -	
2-17	Developer Advances rec	eived		(should agree with line 4-4)	\$ -	
2-18	Proceeds from sale of ca	apital assets			\$ -	
2-19	Fire and police pension				\$ -	
2-20	Donations				\$ -	
2-21	Other (specify):				\$ -	
2-22					\$ -	
2-23					\$ -	
2-24		(add lir	es 2-1 through 2-23)	TOTAL REVENUE	\$ 17,011	

# **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#	payments on long-term debt. Financial information will not include ful Description	nd equity information.	Round to nearest Dollar	Please use this
3-1	Administrative		\$ -	space to provide
3-1	Salaries		\$ -	any necessary
3-2	Payroll taxes		\$ -	explanations
3-4	Contract services		\$ -	-
3-4			•	
3-5 3-6	Employee benefits Insurance		•	-
			· · · · · · · · · · · · · · · · · · ·	-
3-7	Accounting and legal fees		\$ <u>-</u>	-
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)	\$ -	1
3-22	Contribution to Fire & Police Pension Assoc.	(should agree to line 7-2)	\$ -	1
3-23	Other (specify):			1
3-24	County Treasurer's fees		\$ 244	1
3-25	Transfers to Parkdale Community Authority		\$ 16,767	1
3-26	(add lines 3-1 through 3-24) TOTAL EXPEND	ITURES/EXPENSES	\$ 17,011	

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>".

	PART 4 - DEBT OUTSTANDING	3. ISSUED	. AND RE	TIRED			
	Please answer the following questions by marking the a		•	Yes	No		
4-1	Does the entity have outstanding debt?						
	If Yes, please attach a copy of the entity's Debt Repayment Sci						
4-2	Is the debt repayment schedule attached? If no. MUST explain			, 🗆	✓		
	N/A. The District has no debt.						
4-3	Is the entity current in its debt service payments? If no, MUST	explain:			<b>✓</b>		
	N/A. The District has no debt.						
4-4	Please complete the following debt schedule, if applicable:						
	(please only include principal amounts)(enter all amount as positive	Outstanding at	Issued during	Retired during	Outstanding at		
	numbers)	end of prior year*	year	year	year-end		
	General obligation bonds	Φ.					
	Revenue bonds	\$ -	\$ - \$ -	\$ -	\$ -   \$ -		
			<del>  '</del>		<del>  '</del>		
	Notes/Loans	\$ -	\$ -	\$ -	\$ -		
	Lease Liabilities	\$ -	\$ -	\$ -	\$ -		
	Developer Advances	\$ -	\$ -	\$ -	\$ -		
	Other (specify):	\$ -	\$ -	\$ -	\$ -		
	TOTAL	\$ -	\$ -	\$ -	\$ -		
		*must tie to prior ye	ear ending balance				
4.5	Please answer the following questions by marking the appropriate boxes.			Yes	No		
4-5	Does the entity have any authorized, but unissued, debt?	Φ	00 000 000 00	. ☑ 1			
If yes:	How much?	\$ 4	80,000,000.00				
	Date the debt was authorized:		5/8/2018	J	_		
4-6	Does the entity intend to issue debt within the next calendar years.	ear?			7		
If yes:	How much?	\$	-	_	_		
4-7	Does the entity have debt that has been refinanced that it is st		or?	, 🗆	<b>✓</b>		
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?			J	П		
	What are the annual lease payments?	\$		l –			
	Please use this space to provide any of	т	comments:				
	Flease use this space to provide any t	explanations of	comments:				

	PART 5 - CASH AND INVESTME	ENTS		
	Please provide the entity's cash deposit and investment balances.		Amount	Total
5-1 5-2	YEAR-END Total of ALL Checking and Savings Accounts Certificates of deposit		\$ - \$ -	
	Total Cash Deposits			\$ -
	Investments (if investment is a mutual fund, please list underlying investments):			
			\$ -	
5-3			\$ -	
3-3			\$ -	
			\$ -	
	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.?			V
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.)?			v
If no, M	UST use this space to provide any explanations:			

	PART 6 - CAPITAL AND RIC	Gŀ	IT-TO-U	SE A	ASSE	TS			
	Please answer the following questions by marking in the appropriate boxe	s.				Ye	s		No
6-1	Does the entity have capital assets?								<b>V</b>
	2000 the complete to the control of								
6-2	Has the entity performed an annual inventory of capital assets	in	accordance v	ith Se	ection				<b>4</b>
	29-1-506, C.R.S.,? If no, MUST explain:								
	N/A. The District has no capital assets.								
					(0.0				
6-3	Complete the following capital & right-to-use assets table:	ho	Balance - ginning of the		ons (Must cluded in	Deleti	one	Ye	ear-End
	Complete the following capital & right-to-use assets table.	De	vear*		art 3)	Deleti	0115	В	alance
	Land	\$	-	\$	-	\$	-	\$	-
	Buildings	\$	-	\$	-	\$	-	\$	-
	Machinery and equipment	\$	-	\$	-	\$	-	\$	-
	Furniture and fixtures	\$	-	\$	-	\$	-	\$	-
	Infrastructure	\$	-	\$	-	\$	-	\$	-
	Construction In Progress (CIP)	\$	-	\$	-	\$	-	\$	-
	Leased Right-to-Use Assets	\$	-	\$	-	\$	-	\$	-
	Other (explain):	\$	-	\$	-	\$	-	\$	-
	Accumulated Depreciation/Amortization	\$	_	\$	_	\$	_		
	(Please enter a negative, or credit, balance)	Ψ				· .		\$	-
	TOTAL	\$	-	\$		\$	-	\$	-
	Please use this space to provide any	ехр	ianations or o	commo	ents:				
	PART 7 - PENSION	N	<b>FORMA</b>	ΓΙΟΙ	V				
	Please answer the following questions by marking in the appropriate boxe	s.				Ye	s		No
7-1	Does the entity have an "old hire" firefighters' pension plan?								1
7-2		es the entity have a volunteer firefighters' pension plan?							7
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 ref	tiree	as of Jan	\$					
	1?			•	-				
	Please use this space to provide any	exp	lanations or o	comm	ents:				
	PART 8 - BUDGET I	N	FORMAT	<b>101</b> 1					
	Please answer the following questions by marking in the appropriate boxe				Yes	No	•		N/A
8-1	Did the entity file a budget with the Department of Local Affair	s fo	r the	_	2				
	current year in accordance with Section 29-1-113 C.R.S.?			Ŀ	<u>4</u>			ı	_
8-2	Did the entity pass an appropriations resolution, in accordance	e w	ith Section	_	_	_			_
	29-1-108 C.R.S.? If no, MUST explain:		0001.011	Ŀ	2				
If yes:	Please indicate the amount budgeted for each fund for the year	ır re	ported:						
,									
	Governmental/Proprietary Fund Name		Fotal Appropria	tions B					
	Amended General Fund Amended Debt Service Fund	\$			4,000 13,500				
	Amended Dept Service Fund	φ			13,300				
		$\vdash$							
						I			

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.	Ø	
If no. MI	JST explain:		
n no, m	or oxpiain.		
	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?		V
If yes:	Date of formation:		
10-2	Has the entity changed its name in the past or current year?		<b>7</b>
If yes:	Please list the NEW name & PRIOR name:		
10-3	Is the entity a metropolitan district?	<b>4</b>	
	Please indicate what services the entity provides:	1	
	See below		
10-4	Does the entity have an agreement with another government to provide services?	<b>✓</b>	
If yes:	List the name of the other governmental entity and the services provided:	1	
10-5	See below  How the district filed a Title 22 Article 4 Special District Nation of Inputive Status, during the	J $\square$	✓
	Has the district filed a <i>Title 32, Article 1 Special District Notice of Inactive Status</i> during the Date Filed:	l L	
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		55.664
	General/Other mills		16.699
	Total mills		72.363

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

Please use this space to provide any explanations or comments:

<sup>10-3:</sup> The District was established to plan for, design, acquire, construct, install, and finance certain public improvements.

<sup>10-4:</sup> The District operates in conjunction with Parkdale Community Authority and Parkdale Metropolitan District No. 2 and No. 3.

	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>☑</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 <u>MAJORITY</u> of the members of the governing body must complete and sign in the column below.
Board	Print Board Member's Name	I, Christian Matt Janke, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from
Member 1	Christian Matt Janke	audit. Signed Date: My term Expires: May 2025
Board	Print Board Member's Name	I, Matthew Cavanaugh, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from
Member 2	Matthew Cavanaugh	audit. Signed Matthuw (avanaugh Date: 213ECEBSTADDEB: 3/22/2023  My term Expires: May 2023
Board	Print Board Member's Name	I, Corey Elliott, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.
Member 3	Corey Elliott	Signed
Doord	Print Board Member's Name	I, Chris Elliott, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.
Board Member 4	Chris Elliott	Signed Uris Ellidt Date:  My term Expires: May 2025
Board Member 5	Print Board Member's Name	I
Board Member 6	Print Board Member's Name	I
Board Member 7	Print Board Member's Name	I



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 Parkdale Metropolitan District No. 1 Boulder County, Colorado

Management is responsible for the accompanying Application for Exemption from Audit of Parkdale Metropolitan District No. 1 as of and for the year ended December 31, 2022, 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 Parkdale Metropolitan District No. 1.

Greenwood Village, Colorado

PliftonLarsonAllen LLP

February 13, 2023

#### **Certificate Of Completion**

Envelope Id: A2EA2CC6C8684E66B5F9DB3D00CD4F2E

Subject: Complete with DocuSign: Parkdale MD No. 1 - 2022 Audit Exemption.pdf

Client Name: Parkdale Metropolitan District No. 1

Client Number: A247661

Source Envelope: Document Pages: 8

Certificate Pages: 5 AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed

**Envelope Originator:** Spencer Johnson

220 S 6th St Ste 300

Minneapolis, MN 55402-1418 spencer.johnson@claconnect.com IP Address: 50.169.146.162

#### **Record Tracking**

Status: Original

3/21/2023 1:59:31 PM

Holder: Spencer Johnson

spencer.johnson@claconnect.com

Location: DocuSign

#### **Signer Events**

Chris Elliott

celliott@e5xmanagement.com

Security Level: Email, Account Authentication

(None)

Signature

Signatures: 3

Initials: 0

DocuSigned by: (lunis Elliott FC7E3388A75D435..

Signature Adoption: Pre-selected Style

Using IP Address: 96.66.86.132

#### **Electronic Record and Signature Disclosure:**

Accepted: 3/21/2023 4:35:48 PM

ID: a6252e40-169c-454e-a83d-e9ed3ba1fa48

Corey Elliott

coreye@e5xmanagement.com

Security Level: Email, Account Authentication

(None)

DocuSigned by: Corey Elliott 6E573B3FDB0E43E.

Signature Adoption: Pre-selected Style

Signature Adoption: Pre-selected Style

Using IP Address: 174.63.36.186

Using IP Address: 96.66.86.132

— DocuSigned by: Matthew Cavanaugh

Signed using mobile

**Electronic Record and Signature Disclosure:** 

Accepted: 3/21/2023 4:58:46 PM

ID: 427535fd-30c7-436a-8b66-d5106f9d497e

Matthew Cavanaugh

mattc@remingtonhomes.net

President

Security Level: Email, Account Authentication

(None)

**Timestamp** 

Sent: 3/21/2023 2:05:51 PM Viewed: 3/21/2023 4:35:48 PM

Signed: 3/21/2023 4:36:00 PM

Sent: 3/21/2023 2:05:49 PM Viewed: 3/21/2023 4:58:46 PM Signed: 3/21/2023 4:59:06 PM

Sent: 3/21/2023 2:05:50 PM Viewed: 3/22/2023 9:35:58 AM Signed: 3/22/2023 9:36:15 AM

**Electronic Record and Signature Disclosure:** Accepted: 3/22/2023 9:35:58 AM

ID: 91c17a3f-7719-4b0e-87f4-aa7ac9fa96e3

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 Sent	Hashed/Encrypted	3/21/2023 2:05:51 PM		
Envelope Updated	Security Checked	3/22/2023 11:28:28 AM		
Certified Delivered	Security Checked	3/22/2023 9:35:58 AM		
Signing Complete	Security Checked	3/22/2023 9:36:15 AM		
Completed	Security Checked	3/22/2023 11:28:28 AM		
Payment Events	Status	Timestamps		
Electronic Record and Signature Disclosure				

#### 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.

#### To request paper copies from CliftonLarsonAllen LLP

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### To withdraw your consent with CliftonLarsonAllen LLP

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

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

#### Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <a href="https://support.docusign.com/guides/signer-guide-signing-system-requirements">https://support.docusign.com/guides/signer-guide-signing-system-requirements</a>.

### Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CliftonLarsonAllen LLP as described above, you consent to
  receive exclusively through electronic means all notices, disclosures, authorizations,
  acknowledgements, and other documents that are required to be provided or made
  available to you by CliftonLarsonAllen LLP during the course of your relationship with
  CliftonLarsonAllen LLP.