

**APPLICATION FOR EXEMPTION FROM AUDIT****SHORT FORM**NAME OF GOVERNMENT  
ADDRESSWestgate Metropolitan District No. 1  
C/O Pinnacle Consulting Group, Inc.  
550 W Eisenhower Blvd  
Loveland, CO 80537For the Year Ended  
12/31/20  
or fiscal year ended:CONTACT PERSON  
PHONE  
EMAIL  
FAXEric Harris, CPA  
970-669-3611  
EricH@pinnacleconsultinggroupinc.com  
970-669-3612**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 PREPAREDEric Harris, CPA  
District Accountant  
Pinnacle Consulting Group, Inc.  
550 W Eisenhower Blvd, Loveland, CO 80537  
970-669-3611  
2/19/2021**PREPARER** (SIGNATURE REQUIRED)Please indicate whether the following financial information is recorded  
using Governmental or Proprietary fund types**GOVERNMENTAL**  
(MODIFIED ACCRUAL BASIS)**PROPRIETARY**  
(CASH OR BUDGETARY BASIS)

## 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)	\$ 3	
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): Service Fees	\$ 1,824	
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)	\$ 35,500	
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	\$ 37,327	

## 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	\$ 13,358	
3-2	Salaries	\$ -	
3-3	Payroll taxes	\$ -	
3-4	Contract services	\$ -	
3-5	Employee benefits	\$ -	
3-6	Insurance	\$ 400	
3-7	Accounting and legal fees	\$ 22,110	
3-8	Repair and maintenance	\$ -	
3-9	Supplies	\$ 2,341	
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	\$ 38,209	

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? If Yes, please attach a copy of the entity's Debt Repayment Schedule.	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																								
4-2	Is the debt repayment schedule attached? If no, MUST explain: <div style="border: 1px solid black; height: 20px; width: 600px; margin-top: 5px;"></div>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																								
4-3	Is the entity current in its debt service payments? If no, MUST explain: <div style="border: 1px solid black; height: 20px; width: 600px; margin-top: 5px;"></div>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																								
4-4	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           Please complete the following debt schedule, if applicable:            (please only include principal amounts)(enter all amount as positive numbers)         </div> <table border="1" style="width: 50%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 15%;">Outstanding at end of prior year*</th> <th style="width: 15%;">Issued during year</th> <th style="width: 15%;">Retired during year</th> <th style="width: 25%;">Outstanding at year-end</th> </tr> </thead> <tbody> <tr> <td>General obligation bonds</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Revenue bonds</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Notes/Loans</td> <td style="text-align: right;">\$ 89,310</td> <td></td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 89,310</td> </tr> <tr> <td>Leases</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Developer Advances</td> <td style="text-align: right;">\$ 48,500</td> <td style="text-align: right;">\$ 35,500</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 84,000</td> </tr> <tr> <td>Other (specify):</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>\$ 137,810</b></td> <td style="text-align: right;"><b>\$ 35,500</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 173,310</b></td> </tr> </tbody> </table> </div>		Outstanding at end of prior year*	Issued during year	Retired during year	Outstanding at year-end	General obligation bonds	\$ -	\$ -	\$ -	\$ -	Revenue bonds	\$ -	\$ -	\$ -	\$ -	Notes/Loans	\$ 89,310		\$ -	\$ 89,310	Leases	\$ -	\$ -	\$ -	\$ -	Developer Advances	\$ 48,500	\$ 35,500	\$ -	\$ 84,000	Other (specify):	\$ -	\$ -	\$ -	\$ -	<b>TOTAL</b>	<b>\$ 137,810</b>	<b>\$ 35,500</b>	<b>\$ -</b>	<b>\$ 173,310</b>		
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<b>TOTAL</b>	<b>\$ 137,810</b>	<b>\$ 35,500</b>	<b>\$ -</b>	<b>\$ 173,310</b>																																							

\*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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes:	How much? <div style="border: 1px solid black; width: 150px; float: right; text-align: right;">\$ 14,500,000.00</div>		
	Date the debt was authorized: <div style="border: 1px solid black; width: 150px; float: right; text-align: right;">11/6/2018</div>		
4-6	Does the entity intend to issue debt within the next calendar year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes:	How much? <div style="border: 1px solid black; width: 150px; float: right; text-align: right;">\$ 7,500,000.00</div>		
4-7	Does the entity have debt that has been refinanced that it is still responsible for?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes:	What is the amount outstanding? <div style="border: 1px solid black; width: 150px; float: right; text-align: right;">\$ -</div>		
4-8	Does the entity have any lease agreements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes:	What is being leased? <div style="border: 1px solid black; width: 150px; float: right;"></div>		
	What is the original date of the lease? <div style="border: 1px solid black; width: 150px; float: right;"></div>		
	Number of years of lease? <div style="border: 1px solid black; width: 150px; float: right;"></div>		
	Is the lease subject to annual appropriation?	<input type="checkbox"/>	<input type="checkbox"/>
	What are the annual lease payments? <div style="border: 1px solid black; width: 150px; float: right; text-align: right;">\$ -</div>		

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	\$ 7,634	
5-2	Certificates of deposit	\$ -	
	<b>Total Cash Deposits</b>		<b>\$ 7,634</b>
	Investments (if investment is a mutual fund, please list underlying investments):		
	<div style="border: 1px solid black; height: 20px; width: 600px;"></div>	\$ -	
	<div style="border: 1px solid black; height: 20px; width: 600px;"></div>	\$ -	
5-3	<div style="border: 1px solid black; height: 20px; width: 600px;"></div>	\$ -	
	<div style="border: 1px solid black; height: 20px; width: 600px;"></div>	\$ -	
	<b>Total Investments</b>		<b>\$ -</b>
	<b>Total Cash and Investments</b>		<b>\$ 7,634</b>

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.?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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:

☐☐

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	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -

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" firemen's pension plan?

☐☒

7-2 Does the entity have a volunteer firemen's 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

\$ -

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:

Fund Name	Budgeted Expenditures/Expenses
General Fund	\$ 145,360
Capital Fund	\$ 7,500,000
Debt Service	\$ 245,750



**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)]?☒☐

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 &amp; PRIOR name:

**10-3** Is the entity a metropolitan district?☒☐

Please indicate what services the entity provides:

Streets, traffic &amp; safety, water, sanitary sewer, storm drainage, parks &amp; recreation, transportation, television relay, and

**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:

Provided all services to Westgate Metropolitan Districts No. 2-4.

**10-5** Has the district filed a *Title 32, Article 1 Special District Notice of Inactive Status* during☐☒

If yes: Date Filed:

**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:

## 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### 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 complete and sign in the column below.	
Board Member 1	Print Board Member's Name Marc Savela	I <u>Marc Savela</u> , 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 <u>Marc Savela</u> Date <u>3/8/2021</u>   <u>11:16:28</u> MST My term Expires: <u>May 2022</u>	DocuSigned by: 60C7237FE6364CC...
Board Member 2	Print Board Member's Name Brian Spittell	I <u>Brian Spittell</u> , 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 <u>Brian Spittell</u> Date <u>3/10/2021</u>   <u>09:53:56</u> MST My term Expires: <u>May 2023</u>	DocuSigned by: 74BA1EEEFB934C5...
Board Member 3	Print Board Member's Name Mark Richter	I <u>Mark Richter</u> , 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 <u>Mark Richter</u> Date <u>3/8/2021</u>   <u>10:20:09</u> PST My term Expires: <u>May 2023</u>	DocuSigned by: 117769A33DD5488...
Board Member 4	Print Board Member's Name Ronald Corsentino	I <u>Ronald Corsentino</u> , 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 <u>Ron Corsentino</u> Date <u>3/10/2021</u>   <u>09:55:35</u> MST My term Expires: <u>May 2022</u>	DocuSigned by: 3B0CAD19667B490...
Board Member 5	Print Board Member's Name Mary-Kate Corbitt	I <u>Mary-Kate Corbitt</u> , 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 <u>Mary-kate Corbitt</u> Date <u>3/10/2021</u>   <u>09:59:38</u> MST My term Expires: <u>May 2022</u>	DocuSigned by: 1E63A01DD6C3403...
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. Signed _____ Date: _____ 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. Signed _____ Date: _____ My term Expires: _____	



## Certificate Of Completion

Envelope Id: F7DA1A07B0E74BC6B982B8FD11FD2FB8

Status: Completed

Subject: Please DocuSign: D3.pdf, D4.pdf, D1.pdf, D2.pdf

Source Envelope:

Document Pages: 28

Signatures: 20

Envelope Originator:

Certificate Pages: 5

Initials: 0

Andrew Kunkel

AutoNav: Enabled

550 W. Eisenhower Blvd

Enveloped Stamping: Enabled

Loveland, CO 80537

Time Zone: (UTC-07:00) Mountain Time (US & Canada)

andrewk@pinnacleconsultinggroupinc.com

IP Address: 96.69.139.121

## Record Tracking

Status: Original

Holder: Andrew Kunkel

Location: DocuSign

3/8/2021 10:01:07 AM

andrewk@pinnacleconsultinggroupinc.com

## Signer Events

Marc Savela

msavela@broerealestate.com

President

Security Level: Email, Account Authentication  
(None)

## Signature

DocuSigned by:

*Marc Savela*

60C7237FE6364CC...

## Timestamp

Sent: 3/8/2021 10:17:22 AM

Viewed: 3/8/2021 11:16:05 AM

Signed: 3/8/2021 11:16:28 AM

Signature Adoption: Pre-selected Style

Using IP Address: 73.78.232.78

## Electronic Record and Signature Disclosure:

Accepted: 3/8/2021 11:16:05 AM

ID: f5d70735-51cc-4c8e-a7dc-03a1ed202d51

Brian Spittell

bspittell@broerealestate.com

Security Level: Email, Account Authentication  
(None)

DocuSigned by:

*Brian Spittell*

74BA1EEEFB934C5...

Sent: 3/8/2021 11:16:31 AM

Viewed: 3/10/2021 9:52:58 AM

Signed: 3/10/2021 9:53:56 AM

Signature Adoption: Pre-selected Style

Using IP Address: 199.117.232.122

## Electronic Record and Signature Disclosure:

Accepted: 3/10/2021 9:52:58 AM

ID: 8358ad97-792e-4932-a759-aa033c9402c5

Mark Richter

MRichter@broe.com

Vice President

Broe Management Company

Security Level: Email, Account Authentication  
(None)

DocuSigned by:

*Mark Richter*

117769A33DD5488...

Sent: 3/8/2021 11:16:31 AM

Viewed: 3/8/2021 11:19:55 AM

Signed: 3/8/2021 11:20:09 AM

Signature Adoption: Pre-selected Style

Using IP Address: 208.46.74.146

## Electronic Record and Signature Disclosure:

Accepted: 3/8/2021 11:19:55 AM

ID: 2ef93269-e609-475e-ba15-fd44cdfa39d3

Ron Corsentino

rcorsentino@broerealestate.com

Secretary/Treasurer

Security Level: Email, Account Authentication  
(None)

DocuSigned by:

*Ron Corsentino*

3B0CAD19667B490...

Sent: 3/10/2021 9:53:59 AM

Viewed: 3/10/2021 9:55:13 AM

Signed: 3/10/2021 9:55:35 AM

Signature Adoption: Pre-selected Style


Using IP Address: 199.117.232.122

## Electronic Record and Signature Disclosure:

Accepted: 3/10/2021 9:55:13 AM

ID: 8e0d6a66-0fba-477e-8db6-69a34002e482



Signer Events	Signature	Timestamp
Mary-Kate Corbitt mkcorbitt@broerealestate.com Security Level: Email, Account Authentication (None)	<div> DocuSigned by:    1E63A01DD6C3403... </div> Signature Adoption: Pre-selected Style Using IP Address: 71.205.114.60	Sent: 3/10/2021 9:55:38 AM Viewed: 3/10/2021 9:59:11 AM Signed: 3/10/2021 9:59:38 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 3/10/2021 9:59:11 AM  
ID: 7524980f-4328-404e-9a12-0ab92b250f10

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Carla Hawkins carlah@pinnacleconsultinggroupinc.com Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 3/10/2021 9:59:41 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Eric Harris erich@pinnacleconsultinggroupinc.com Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 3/10/2021 9:59:41 AM Viewed: 3/10/2021 10:09:01 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/8/2021 10:17:22 AM
Certified Delivered	Security Checked	3/10/2021 9:59:11 AM
Signing Complete	Security Checked	3/10/2021 9:59:38 AM
Completed	Security Checked	3/10/2021 9:59:41 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Pinnacle Consulting Group (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**

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### **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.

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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: [christinek@pinnacleconsultinggroupinc.com](mailto:christinek@pinnacleconsultinggroupinc.com)

### **To advise Pinnacle Consulting Group 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 [christinek@pinnacleconsultinggroupinc.com](mailto:christinek@pinnacleconsultinggroupinc.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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