

APPLICATION FOR EXEMPTION FROM AUDIT

SHORT FORM

NAME OF GOVERNMENT
ADDRESS

Ridgetop Village Metropolitan District
c/o SpencerFane LLP
1700 Lincoln Street, Suite 2000
Denver, CO 80203
Russell W. Dykstra
303-839-3800
rdykstra@spencerfane.com
303-839-3838

For the Year Ended
12/31/20
or fiscal year ended:

CONTACT PERSON
PHONE
EMAIL
FAX

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

Stephanie Net
Paralegal
SpencerFane LLP
1700 Lincoln Street, Suite 2000, Denver, CO 80203
303-839-3712
30-Mar-21

PREPARER (SIGNATURE REQUIRED)

Stephanie Net

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)	\$ -	
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)	\$ 44,000	
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	\$ 44,000	

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	\$ 2,000	
3-5	Employee benefits	\$ -	
3-6	Insurance	\$ 500	
3-7	Accounting and legal fees	\$ 30,000	
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): Contingency	\$ 10,000	
3-24	Other (specify): Office and Dues	\$ 1,500	
3-25		\$ -	
3-26	(add lines 3-1 through 3-24) TOTAL EXPENDITURES/EXPENSES	\$ 44,000	

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 type="checkbox"/>	<input checked="" type="checkbox"/>		
4-2 Is the debt repayment schedule attached? If no, MUST explain: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="checkbox"/>	<input 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: 100%; margin-top: 5px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>		
4-4 Please complete the following debt schedule, if applicable: (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	\$ -	\$ 44,000		\$ 44,000
Other (specify):	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ 44,000	\$ -	\$ 44,000

*must tie to prior year ending balance

	Yes	No
4-5 Does the entity have any authorized, but unissued, debt? If yes: How much? Date the debt was authorized: <div style="border: 1px solid black; width: 100%; height: 15px; margin-top: 5px;"></div>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-6 Does the entity intend to issue debt within the next calendar year? If yes: How much? \$ -	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-7 Does the entity have debt that has been refinanced that it is still responsible for? If yes: What is the amount outstanding? \$ -	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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? \$ -	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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.?	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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? Yes No
- 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: Yes No

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" firemen's pension plan? Yes No
- 7-2 Does the entity have a volunteer firemen's pension plan? Yes No
- 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.? Yes No N/A
-
- 8-2 Did the entity pass an appropriations resolution, in accordance with Section 29-1-108 C.R.S.? If no, MUST explain: Yes No N/A

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

Fund Name	Budgeted Expenditures/Expenses
General Fund	\$ 44,000

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?

10-1

If yes: Date of formation:

10-2 Has the entity changed its name in the past or current year?

10-2

If yes: Please list the NEW name & PRIOR name:

10-3 Is the entity a metropolitan district?

10-3

Please indicate what services the entity provides:

Authorized to provide all service pursuant to Sec. 32-1-101, et seq., C.R.S.

10-4 Does the entity have an agreement with another government to provide services?

10-4

If yes: List the name of the other governmental entity and the services provided:

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

10-5

If yes: Date Filed:

10-6 Does the entity have a certified Mill Levy?

10-6

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

Bond Redemption mills

0

General/Other mills

0

Total mills

0

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	I <u>Neil Shea</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. <i>Neil Shea</i> Signed _____ Date: <u>03/31/2021</u> My term Expires: _____
Board Member 2	Print Board Member's Name	I <u>Tony Del Grippo</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 _____ Date: <u>03/30/2021</u> My term Expires: _____
Board Member 3	Print Board Member's Name	I <u>Jess Harris</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 _____ Date: <u>03/29/2021</u> My term Expires: _____
Board Member 4	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 5	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 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: _____



SIGNATURE CERTIFICATE

TRANSACTION DETAILS	DOCUMENT DETAILS
<p>Reference Number DC3C5DEA-53E0-40D6-9A43-D8BA5B7519A6</p> <p>Transaction Type Signature Request</p> <p>Sent At 03/30/2021 16:31 EDT</p> <p>Executed At 03/31/2021 16:27 EDT</p> <p>Identity Method email</p> <p>Distribution Method email</p> <p>Signed Checksum ca669496a2345adde6ed37dd1e10eaa9aaf91033cb757ba5ab1eca8973a2a1f5</p> <p>Signer Sequencing Disabled</p> <p>Document Passcode Disabled</p>	<p>Document Name Rvmd- 2020 Short Form 3 31 21-Signed</p> <p>Filename rvmd-_2020_short_form_3_31_21-signed.pdf</p> <p>Pages 7 pages</p> <p>Content Type application/pdf</p> <p>File Size 137 KB</p> <p>Original Checksum 149b47a621fe7bc3056aa52a877f6584d5f0fa1ccea34bc3cacad828e4ec7689d</p>

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<p>Name Neil Shea</p> <p>Email neil@visionacquisitions.com</p> <p>Components 2</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum f7124e95735f6f9ba9f7e638ae0132b4bc68cc6c382a3ca928726bd084aa931a</p> <p>IP Address 98.38.254.132</p> <p>Device Safari via Mac</p> <p>Typed Signature </p> <p>Signature Reference ID BCC515EF</p>	<p>Viewed At 03/31/2021 16:26 EDT</p> <p>Identity Authenticated At 03/31/2021 16:27 EDT</p> <p>Signed At 03/31/2021 16:27 EDT</p>

AUDITS

TIMESTAMP	AUDIT
03/30/2021 16:31 EDT	Special Districts (specialdistricts@spencerfane.com) created document 'rvmd-_2020_short_form_3_31_21-signed.pdf' on Chrome via Windows from 73.153.239.217.
03/30/2021 16:31 EDT	Neil Shea (neil@visionacquisitions.com) was emailed a link to sign.
03/30/2021 21:51 EDT	Neil Shea (neil@visionacquisitions.com) was emailed a reminder.
03/31/2021 16:26 EDT	Neil Shea (neil@visionacquisitions.com) viewed the document on Safari via Mac from 98.38.254.132.
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SIGNATURE CERTIFICATE

TRANSACTION DETAILS **DOCUMENT DETAILS**

Reference Number
03683F50-DCF2-4DC1-BF99-D86BBCE08421

Transaction Type
Signature Request

Sent At
03/29/2021 14:40 EDT

Executed At
03/30/2021 16:08 EDT

Identity Method
email

Distribution Method
email

Signed Checksum
149b47a621fe7bc3056aa52a877f6584d5f0fa1ccea34bc3cadc828e4ec7689d

Signer Sequencing
Disabled

Document Passcode
Disabled

Document Name
Rvmd- 2020 Short Form 3 31 21

Filename
rvmd-_2020_short_form_3_31_21.pdf

Pages
7 pages


Content Type
application/pdf


File Size
118 KB

Original Checksum
23ea1bfedfbc01e85fadfc3bd52a656c15bca20ca87dfe5df3b57de5f943b797

SIGNERS

SIGNER **E-SIGNATURE** **EVENTS**

<p>Name Neil Shea</p> <p>Email tdelgrippto@elevatedcommunities.com</p> <p>Components 2</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum 51a70cfddbd4d7cda28ac0f15aa667850d6f1f423bb8f246386f5e0ff996350b0</p> <p>IP Address 201.117.222.148</p> <p>Device Mobile Safari via iOS</p> <p>Drawn Signature </p> <p>Signature Reference ID C4B7271A</p> <p>Signature Biometric Count 54</p>	<p>Viewed At 03/30/2021 11:23 EDT</p> <p>Identity Authenticated At 03/30/2021 11:24 EDT</p> <p>Signed At 03/30/2021 11:24 EDT</p>
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<p>Name Jess Harris</p> <p>Email jessmatthewharris@gmail.com</p> <p>Components 2</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum 2db99a53ebfa4f5fba9185c6e7ee803d14acda7721fd838c33115ca7ebda5d85</p> <p>IP Address 73.14.17.57</p> <p>Device Mobile Safari via iOS</p> <p>Drawn Signature </p> <p>Signature Reference ID 342C9210</p> <p>Signature Biometric Count 40</p>	<p>Viewed At 03/29/2021 22:33 EDT</p> <p>Identity Authenticated At 03/29/2021 22:34 EDT</p> <p>Signed At 03/29/2021 22:34 EDT</p>
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AUDITS

TIMESTAMP **AUDIT**

03/29/2021 14:40 EDT	Special Districts (specialdistricts@spencerfane.com) created document 'rvmd-_2020_short_form_3_31_21.pdf' on Chrome via Windows from 73.153.239.217.
03/29/2021 14:40 EDT	Tony Del Grippo (tdelgrippto@elevatedcommunities.com) was emailed a link to sign.
03/29/2021 14:40 EDT	Jess Harris (jessmatthewharris@gmail.com) was emailed a link to sign.
03/29/2021 14:40 EDT	Neil Shea (tdelgrippto@elevatedcommunities.com) was emailed a link to sign.
03/29/2021 15:58 EDT	Tony Del Grippo (tdelgrippto@elevatedcommunities.com) viewed the document on Mobile Safari via iOS from 201.117.222.148.

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03/29/2021 16:12 EDT	Neil Shea (tdelgrippo@elevatedcommunities.com) viewed the document on Mobile Safari via iOS from 201.117.222.148.
03/29/2021 22:33 EDT	Jess Harris (jessmatthewharris@gmail.com) viewed the document on Mobile Safari via iOS from 73.14.17.57.
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03/29/2021 22:34 EDT	Jess Harris (jessmatthewharris@gmail.com) signed the document on Mobile Safari via iOS from 73.14.17.57.
03/30/2021 11:12 EDT	Neil Shea (tdelgrippo@elevatedcommunities.com) was emailed a reminder.
03/30/2021 11:12 EDT	Tony Del Grippo (tdelgrippo@elevatedcommunities.com) was emailed a reminder.
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03/30/2021 11:24 EDT	Neil Shea (tdelgrippo@elevatedcommunities.com) signed the document on Mobile Safari via iOS from 201.117.222.148.
03/30/2021 16:08 EDT	Tony Del Grippo (tdelgrippo@elevatedcommunities.com) was removed from document 03683f50-dcf2-4dc1-bf99-d86bbce08421 as the document was force completed.
03/30/2021 16:08 EDT	Component 'Signature Field 1' assigned to signer1 was removed as the document was force completed.
03/30/2021 16:08 EDT	Component 'Date Field 1' assigned to signer1 was removed as the document was force completed.
03/30/2021 16:08 EDT	Special Districts (specialdistricts@spencerfane.com) force completed document 'rvmd-_2020_short_form_3_31_21.pdf' on Chrome via Windows from 73.153.239.217.