

# APPLICATION FOR EXEMPTION FROM AUDIT LONG FORM

## FOR LOCAL GOVERNMENTS WITH EITHER REVENUES OR EXPENDITURES MORE THAN \$100,000 BUT NOT MORE THAN \$750,000

Under the Local Government Audit Law (Section 29-1-601, et seq., C.R.S.) any local government may apply for an exemption from audit if neither revenues nor expenditures exceed \$750,000 for the year.

### EXEMPTIONS FROM AUDIT ARE NOT AUTOMATIC

To qualify for exemption from audit, a local government must complete an Application for Exemption from Audit EACH YEAR and submit it to the Office of the State Auditor (OSA) for approval. Any preparer of an Application for Exemption from Audit must be an independent accountant with knowledge of governmental accounting. Approval for an exemption from audit is granted only upon the review by the OSA.

### READ ALL INSTRUCTIONS BEFORE COMPLETING AND SUBMITTING THIS FORM

ALL APPLICATIONS MUST BE FILED WITH THE OSA WITHIN 3 MONTHS AFTER THE ACCOUNTING YEAR-END. FOR EXAMPLE, APPLICATIONS MUST BE RECEIVED BY THE OSA ON OR BEFORE MARCH 31 FOR GOVERNMENTS WITH A DECEMBER 31 YEAR-END. APPLICATIONS FOR EXEMPTION FROM AUDIT SUBMISSIONS ARE NOT ELIGIBLE FOR AN EXTENSION OF TIME.

GOVERNMENTAL ACTIVITY SHOULD BE REPORTED ON THE MODIFIED ACCRUAL BASIS PROPRIETARY ACTIVITY SHOULD BE REPORTED ON A BUDGETARY BASIS

### POSTMARK DATES WILL NOT BE ACCEPTED AS PROOF OF SUBMISSION ON OR BEFORE THE STATUTORY DEADLINE

PRIOR YEAR FORMS ARE OBSOLETE AND WILL NOT BE ACCEPTED.

FOR YOUR REFERENCE, COLORADO REVISED STATUTES CAN BE FOUND AT THIS ADDRESS:

<http://www.lexisnexis.com/hottopics/Colorado/>

APPLICATIONS SUBMITTED ON FORMS OTHER THAN THOSE PRESCRIBED BY THE OSA WILL NOT BE ACCEPTED.

APPLICATIONS MUST BE FULLY AND ACCURATELY COMPLETED.

### CHECKLIST

- Has the preparer signed the application?
- Has the entity corrected all Prior Year Deficiencies as communicated by the OSA?
- Has the application been PERSONALLY reviewed and approved by the governing body?
- Are all sections of the form complete, including responses to all of the questions?
- Did you include any relevant explanations for unusual items in the appropriate spaces at the end of each section?
- Will this application be submitted electronically?

If yes, have you read and understand the new Electronic Signature Policy? See new [here](#) policy

--of--

- Have you included a resolution?
- Does the resolution state that the governing body PERSONALLY reviewed and approved the resolution in an open public meeting?
- Has the resolution been signed by a MAJORITY of the governing body? (See sample resolution.)

- Will this application be submitted via a mail service? (e.g. US Post Office, FedEx, UPS, courier)
- If yes, does the application include ORIGINAL INK SIGNATURES from the MAJORITY of the governing body?

[Click here to go to the portal](#)

### FILING METHODS

**WEB PORTAL:** Register and submit your Applications at our web portal:

<https://apps.leg.co.gov/osa/lq> For faster processing the web portal is the preferred method for submission

**MAIL:** Office of the State Auditor

Local Government Audit Division  
1525 Sherman St., 7th Floor  
Denver, CO 80203

**Please Note:** The OSA's email addresses have changed as of December 1, 2023. Please ensure you are using the email address noted below.

Email: [osa.lg@colleg.gov](mailto:osa.lg@colleg.gov) or Phone: 303-869-3000

### QUESTIONS?

All Applications for Exemption from Audit are subject to review and approval by the Office of the State Auditor.

Governmental Activity should be reported on the Modified Accrual Basis

Proprietary Activity should be reported on the Cash or Budgetary Basis -- A Budget to GAAP reconciliation is provided in Part 3

Failure to file an application or denial of the request could cause the local government to lose its exemption from audit for that year and the ensuing year.

In that event, AN AUDIT SHALL BE REQUIRED.

### IMPORTANT!

# APPLICATION FOR EXEMPTION FROM AUDIT

## LONG FORM

NAME OF GOVERNMENT  
ADDRESS

Gold Hill Fire Protection District  
1011 Main Street - Gold Hill  
Boulder, Colorado

For the Year Ended  
12/31/2023  
or fiscal year ended:

CONTACT PERSON  
PHONE  
EMAIL

Jessica Brookhart  
720-352-3596  
jbrookhart@gmail.com

## CERTIFICATION OF PREPARER

I certify that I am an independent accountant with knowledge of governmental accounting and that the information in the Application is complete and accurate to the best of my knowledge. I am aware that the Audit Law requires that a person independent of the entity complete the application if revenues or expenditure are at least \$100,000 but not more than \$750,000, and that independent means someone who is separate from the entity.

NAME:  
TITLE  
FIRM NAME (if applicable)  
ADDRESS  
PHONE  
RELATIONSHIP TO ENTITY

John Cutler  
Principal  
John Cutler & Associates, LLC  
600 17th Street, Suite 2800 South, Denver, Colorado 80202  
303-634-2259  
Independent Contractor

PREPARER (SIGNATURE REQUIRED)

DATE PREPARED



3/29/24

Has the entity filed for, or has the district filed, a Title 32, Article 1 Special District Notice of Inactive Status during the year? [Applicable to Title 32 special districts only, pursuant to Sections 32-1-103 (9.3) and 32-1-104 (3), C.R.S.]

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If Yes, date filed:

# PART 1 - FINANCIAL STATEMENTS - BALANCE SHEET

\* Indicate Name of Fund  
NOTE: Attach additional sheets as necessary.

Line #	Description	Governmental Funds		Proprietary/Fiduciary Funds	Please use this space to provide explanation of any items on this page
		Fund*	Fund*		
	<b>Assets</b>				
1-1	Cash & Cash Equivalents	\$ 118,797	\$ -	\$ -	
1-2	Investments	\$ 245,030	\$ -	\$ -	
1-3	Receivables	\$ -	\$ -	\$ -	
1-4	Due from Other Entities or Funds	\$ -	\$ -	\$ -	
1-5	Property Tax Receivable	\$ -	\$ -	\$ -	
	All Other Assets [specify...]				
1-6	Lease Receivable (as Lessor)	\$ -	\$ -	\$ -	
1-7		\$ -	\$ -	\$ -	
1-8		\$ -	\$ -	\$ -	
1-9		\$ -	\$ -	\$ -	
1-10		\$ -	\$ -	\$ -	
1-11	<b>TOTAL ASSETS</b>	<b>\$ 363,827</b>	<b>\$ -</b>	<b>\$ -</b>	
	<b>Deferred Outflows of Resources:</b>				
1-12	[specify...]	\$ -	\$ -	\$ -	
1-13	[specify...]	\$ -	\$ -	\$ -	
1-14	<b>TOTAL DEFERRED OUTFLOWS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
1-15	<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>\$ 363,827</b>	<b>\$ -</b>	<b>\$ -</b>	
	<b>Liabilities</b>				
1-16	Accounts Payable	\$ (214)	\$ -	\$ -	
1-17	Accrued Payroll and Related Liabilities	\$ -	\$ -	\$ -	
1-18	Unearned Revenue	\$ -	\$ -	\$ -	
1-19	Due to Other Entities or Funds	\$ -	\$ -	\$ -	
1-20	All Other Current Liabilities	\$ -	\$ -	\$ -	
1-21	<b>TOTAL CURRENT LIABILITIES</b>	<b>\$ (214)</b>	<b>\$ -</b>	<b>\$ -</b>	
1-22	All Other Liabilities [specify...]	\$ -	\$ -	\$ -	
1-23		\$ -	\$ -	\$ -	
1-24		\$ -	\$ -	\$ -	
1-25		\$ -	\$ -	\$ -	
1-26		\$ -	\$ -	\$ -	
1-27	<b>TOTAL LIABILITIES</b>	<b>\$ (214)</b>	<b>\$ -</b>	<b>\$ -</b>	
	<b>Deferred Inflows of Resources:</b>				
1-28	Deferred Property Taxes	\$ -	\$ -	\$ -	
1-29	Lease related (as lessor)	\$ -	\$ -	\$ -	
1-30	<b>TOTAL DEFERRED INFLOWS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	<b>Fund Balance</b>				
1-31	Nonspendable Prepaid	\$ -	\$ -	\$ -	
1-32	Nonspendable Inventory	\$ -	\$ -	\$ -	
1-33	Restricted [specify...]	\$ -	\$ -	\$ -	
1-34	Committed [specify...]	\$ -	\$ -	\$ -	
1-35	Assigned [specify...]	\$ -	\$ -	\$ -	
1-36	Unassigned:				
1-37		\$ 364,041	\$ -	\$ -	
	<b>TOTAL FUND BALANCE</b>	<b>\$ 364,041</b>	<b>\$ -</b>	<b>\$ -</b>	
1-38	<b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE</b>	<b>\$ 363,827</b>	<b>\$ -</b>	<b>\$ -</b>	

# PART 2 - FINANCIAL STATEMENTS - OPERATING STATEMENT - REVENUES

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
		Fund*	Fund*		Fund*	Fund*	
<b>Tax Revenue</b>							
2-1	Property [include mills levied in Question 10-6]	\$	102,267	\$	-	\$	
2-2	Specific Ownership	\$	2,851	\$	-	\$	
2-3	Sales and Use Tax	\$	-	\$	-	\$	
2-4	Other Tax Revenue [interest on delinquent taxes]:	\$	1,060	\$	-	\$	
2-5		\$	-	\$	-	\$	
2-6		\$	-	\$	-	\$	
2-7		\$	-	\$	-	\$	
2-8	<b>Add lines 2-1 through 2-7</b>	\$	106,178	\$	-	\$	
	<b>TOTAL TAX REVENUE</b>						
2-9	Licenses and Permits	\$	-	\$	-	\$	
2-10	Highway Users Tax Funds (HUTF)	\$	-	\$	-	\$	
2-11	Conservation Trust Funds (Lottery)	\$	-	\$	-	\$	
2-12	Community Development Block Grant	\$	-	\$	-	\$	
2-13	Fire & Police Pension	\$	-	\$	-	\$	
2-14	Grants	\$	2,481	\$	-	\$	
2-15	Donations	\$	7,175	\$	-	\$	
2-16	Charges for Sales and Services	\$	-	\$	-	\$	
2-17	Rental Income	\$	-	\$	-	\$	
2-18	Fines and Forfeits	\$	-	\$	-	\$	
2-19	Interest/Investment Income	\$	925	\$	-	\$	
2-20	Tap Fees	\$	-	\$	-	\$	
2-21	Proceeds from Sale of Capital Assets	\$	-	\$	-	\$	
2-22	All Other [specify...]:	\$	-	\$	-	\$	
2-23		\$	-	\$	-	\$	
2-24	<b>Add lines 2-8 through 2-23</b>	\$	116,759	\$	-	\$	
	<b>TOTAL REVENUES</b>						
<b>Other Financing Sources</b>							
2-25	Debt Proceeds	\$	-	\$	-	\$	
2-26	Lease Proceeds	\$	-	\$	-	\$	
2-27	Developer Advances	\$	-	\$	-	\$	
2-28	Other [specify...]:	\$	-	\$	-	\$	
2-29	<b>Add lines 2-25 through 2-28</b>	\$	-	\$	-	\$	
	<b>TOTAL OTHER FINANCING SOURCES</b>						
2-30	<b>Add lines 2-24 and 2-29</b>	\$	116,759	\$	-	\$	
	<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>						
<b>GRAND TOTALS</b>							116,759

IF GRAND TOTAL REVENUES AND OTHER FINANCING SOURCES for all funds (Line 2-29) are GREATER than \$750,000 -STOP. You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance.



## PART 4 - DEBT OUTSTANDING, ISSUED, AND RETIRED

Please answer the following questions by marking the appropriate boxes.

Please use this space to provide any explanations or comments:

- 4-1 Does the entity have outstanding debt? YES  NO
- 4-2 Is the debt repayment schedule attached? If no, **MUST** explain: YES  NO
- 4-3 Is the entity current in its debt service payments? If no, **MUST** explain: YES  NO

4-4 Please complete the following debt schedule, if applicable: (please only include principal amounts)

	Outstanding at beginning of year*	Issued during year	Retired during year	Outstanding at year-end
General obligation bonds	\$ -	\$ -	\$ -	\$ -
Revenue bonds	\$ -	\$ -	\$ -	\$ -
Notes/Loans	\$ -	\$ -	\$ -	\$ -
Lease & SBITA** Liabilities (GASB 87 & 96)	\$ -	\$ -	\$ -	\$ -
Developer Advances	\$ -	\$ -	\$ -	\$ -
Other (specify):	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*\*Subscription Based Information Technology Arrangements \*Must agree to prior year-end 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 [Section 29-1-605(2) C.R.S.]? YES  NO
- If yes: How much? \$ -
- 4-6 Date the debt was authorized: \$ -
- 4-6 Does the entity intend to issue debt within the next calendar year? YES  NO
- If yes: How much? \$ -
- 4-7 Does the entity have debt that has been refinanced that is still responsible for? YES  NO
- If yes: What is the amount outstanding? \$ -
- 4-8 Does the entity have any lease agreements? YES  NO
- 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? YES  NO
- What are the annual lease payments? \$ -

## PART 5 - CASH AND INVESTMENTS

Please provide the entity's cash deposit and investment balances.

Please use this space to provide any explanations or comments:

	AMOUNT	TOTAL
5-1 YEAR-END Total of ALL Checking and Savings accounts	\$ 118,796	\$ 118,796
5-2 Certificates of deposit	-	-
<b>TOTAL CASH DEPOSITS</b>	<b>\$ -</b>	<b>\$ -</b>

Investments (if investment is a mutual fund, please list underlying investments):

Money Market Accounts	\$ 245,031	\$ 245,031
	\$ -	\$ -
	\$ -	\$ -
<b>TOTAL INVESTMENTS</b>	<b>\$ -</b>	<b>\$ 245,031</b>
<b>TOTAL CASH AND INVESTMENTS</b>	<b>\$ -</b>	<b>\$ 363,827</b>

Please answer the following question by marking in the appropriate box

- 5-4 Are the entity's Investments legal in accordance with Section 24-75-601, et. seq., C.R.S.? YES  NO  N/A
- 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** explain: YES  NO

## PART 6 - CAPITAL AND RIGHT-TO-USE ASSETS

Please answer the following question by marking in the appropriate box

Please use this space to provide any explanations or comments:

YES  NO

6-1 Does the entity have capitalized 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:

Complete the following Capital & Right-To-Use Assets table for GOVERNMENTAL FUNDS:	Balance - beginning of the year*	Additions*	Deletions	Year-End Balance
Land	\$ -	\$ -	\$ -	\$ -
Buildings	\$ 62,736	\$ -	\$ -	\$ 62,736
Machinery and equipment	\$ 575,563	\$ -	\$ -	\$ 575,563
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Leased & SBITA Right-to-Use Assets	\$ -	\$ -	\$ -	\$ -
Intangible Assets	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Amortization Right to Use Assets (Enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation (Enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 638,299</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 638,299</b>
<b>6-4 Complete the following Capital &amp; Right-To-Use Assets table for PROPRIETARY FUNDS:</b>				
Land	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Leased & SBITA Right-to-Use Assets	\$ -	\$ -	\$ -	\$ -
Intangible Assets	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Amortization Right to Use Assets (Enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation (Enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* Must agree to prior year-end balance  
 \* Generally capital asset additions should be reported at capital outlay on line 3-14 and capitalized in accordance with the government's capitalization policy. Please explain any discrepancy

## PART 7 - PENSION INFORMATION

Please use this space to provide any explanations or comments:

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.):	\$ 2,000
State contribution amount:	\$ -
Other (gifts, donations, etc.):	\$ -
<b>TOTAL</b>	<b>\$ 2,000</b>

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

## PART 8 - BUDGET INFORMATION

Please answer the following question by marking in the appropriate box

- 8-1 Did the entity file a current year budget with the Department of Local Affairs, in accordance with Section 29-1-113 C.R.S.? If no, **MUST** explain:  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 appropriated for each fund separately for the year reported

Governmental/Proprietary Fund Name	Total Appropriations By Fund
General Fund	\$ 257,176
	\$ -
	\$ -
	\$ -

Please use this space to provide any explanations or comments:

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

Please answer the following question by marking in the appropriate box

- 9-1 Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(6)]?  YES  NO

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.

Please use this space to provide any explanations or comments:

## PART 10 - GENERAL INFORMATION

Please answer the following question by marking in the appropriate box

- 10-1 Is this application for a newly formed governmental entity?  YES  NO

If yes: Date of formation:

- 10-2 Has the entity changed its name in the past or current year?  YES  NO

If yes: NEW name

PRIOR name

- 10-3 Is the entity a metropolitan district?  YES  NO

- 10-4 Please indicate what services the entity provides:

- 10-5 Does the entity have an agreement with another government to provide services?  YES  NO

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

- 10-6 Does the entity have a certified mill levy?  YES  NO  N/A

If yes: Please provide the number of mills levied for the year reported (do not enter \$ amounts):

Bond Redemption mills	0.000
General/Other mills	13.000
<b>Total mills</b>	<b>13.000</b>

- 10-7 **NEW 2023!** If the entity is a Title 32 Special District formed on or after 7/1/2000, has the entity filed its preceding year annual report with the State Auditor as required under SB 21-262 [Section 32-1-207 C.R.S.]? If NO, please explain.  YES  NO  N/A

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



RESOLUTION/ORDINANCE FOR EXEMPTION FROM AUDIT

(Pursuant to Section 29-1-604, C.R.S.)

A RESOLUTION/ORDINANCE APPROVING AN EXEMPTION FROM AUDIT FOR YEAR 2023 FOR GOLD HILL FIRE PROTECTION DISTRICT, STATE OF COLORADO.

WHEREAS, THE BOARD OF DIRECTORS OF GOLD HILL FIRE PROTECTION DISTRICT, wishes to claim exemption from the audit requirements of Section 29-1-603, C.R.S.; and

WHEREAS, neither revenue nor expenditures for GOLD HILL FIRE PROTECTION DISTRICT exceeded \$750,000 for year 2023, and




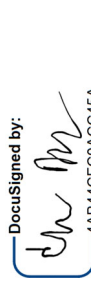

WHEREAS, an application for exemptions from audit for GOLD HILL FIRE PROTECTION DISTRICT has been prepared by JOHN CUTLER, a person skilled in governmental accounting; and

WHEREAS, an application for exemption from audit for GOLD HILL FIRE PROTECTION DISTRICT has been prepared by JOHN CUTLER & ASSOCIATES, an independent accountant with knowledge of governmental accounting; and

WHEREAS, said application for exemption, from audit has been completed in accordance with regulations, issued by the State Auditor.

NOW THEREFORE, be it resolved/ordained by the BOARD OF DIRECTORS of the GOLD HILL FIRE PROTECTION DISTRICT that the application for exemption from audit for GOLD HILL FIRE PROTECTION DISTRICT, is here by approved by a majority of the BOARD OF DIRECTORS of the GOLD HILL FIRE PROTECTION DISTRICT, that those members of the BOARD OF DIRECTORS have signified their approval by signing below; and that this resolution shall be attached to, and shall become a part of, the application for exemption from audit of the GOLD HILL FIRE PROTECTION DISTRICT for the year ended December 31, 2023.

ADPOTED THIS 19 day of FEBRUARY 2024

NAME OF MEMBERS OF GOVERNING BODY	Date Term Expires	Signature
William Kent Coghill	2027	
Boyd Brown	2025	
Max Yeager	2027	
Christopher Dirolf	2025	
Jessica Brookhart	2027	

Certificate Of Completion

Envelope Id: E2DED0C695254F24B62C59EAE574461
Subject: Complete with DocuSign: RESOLUTION audit exemption.docx
Source Envelope:
Document Pages: 2
Certificate Pages: 5
AutoNav: Enabled
Envelope Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)
Status: Completed
Envelope Originator: Jessica Brookhart
jbrookhart@gmail.com
IP Address: 71.237.70.189

Record Tracking

Status: Original
3/28/2024 9:33:38 AM
Holder: Jessica Brookhart
jbrookhart@gmail.com
Location: DocuSign

Signer Events

Boyd Brown
boymb061249@gmail.com
Security Level: Email, Account Authentication
(Nonce)
DocuSigned by: Boyd Brown
1A89D81107D34FC...
Sent: 3/28/2024 9:39:15 AM
Viewed: 3/28/2024 10:43:40 AM
Signed: 3/28/2024 10:44:09 AM

Signature Adoption: Pre-selected Style
Using IP Address: 97.118.43.118

Electronic Record and Signature Disclosure:

Accepted: 3/28/2024 10:43:40 AM
ID: 5c066914-b3c0-4a26-a488-751f3882e24e

Christopher Dirolf
dirolfski@gmail.com
Security Level: Email, Account Authentication
(Nonce)

DocuSigned by: Christopher Dirolf
4AB44CF0ACC45A...
Sent: 3/28/2024 9:39:15 AM
Viewed: 3/28/2024 11:04:29 AM
Signed: 3/28/2024 11:04:47 AM

Signature Adoption: Drawn on Device
Using IP Address: 104.28.123.168
Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 3/28/2024 11:04:29 AM
ID: d888ddb7-174a-45f1-9aad-44def4a5f120

Jessica Brookhart
jbrookhart@gmail.com
Security Level: Email, Account Authentication
(Nonce)

DocuSigned by: Jessica Brookhart
CCE659CB98149E...
Sent: 3/28/2024 9:39:15 AM
Viewed: 3/28/2024 9:40:38 AM
Signed: 3/28/2024 9:40:56 AM

Signature Adoption: Pre-selected Style
Using IP Address: 71.237.70.189

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Max Yeager
max@yeagerexcavating.com
Security Level: Email, Account Authentication
(Nonce)

DocuSigned by: Max Yeager
B92937CDB07F47E...
Sent: 3/28/2024 9:39:16 AM
Viewed: 3/28/2024 7:32:29 PM
Signed: 3/28/2024 7:33:12 PM

Signature Adoption: Pre-selected Style
Using IP Address: 97.118.54.166

Electronic Record and Signature Disclosure:

Accepted: 3/28/2024 7:32:29 PM
ID: a8b280ed-5374-4ada-8193-1d7846b426e6

**Signer Events**

William Kent Coghill  
 wkcoghill@gmail.com  
 Security Level: Email, Account Authentication  
 (None)

**Signature**

DocuSigned by:  
  
 596F5C176270416...

Signature Adoption: Pre-selected Style  
 Using IP Address: 174.231.90.28  
 Signed using mobile

Sent: 3/28/2024 9:39:14 AM  
 Viewed: 3/28/2024 11:08:19 AM  
 Signed: 3/28/2024 11:09:47 AM

**Timestamp****Electronic Record and Signature Disclosure:**

Accepted: 3/28/2024 11:08:19 AM  
 ID: 6c662071-f42d-4c6a-81f3-4cb7def858f4

**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 3/28/2024 9:39:16 AM  
 Certified Delivered Security Checked 3/28/2024 11:08:19 AM  
 Signing Complete Security Checked 3/28/2024 11:09:47 AM  
 Completed Security Checked 3/28/2024 7:33:12 PM

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Jessica Brookhart (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.

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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 Jessica Brookhart:**

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: [jbrookhart@gmail.com](mailto:jbrookhart@gmail.com)

**To advise Jessica Brookhart 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 [jbrookhart@gmail.com](mailto:jbrookhart@gmail.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 Jessica Brookhart**

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 [jbrookhart@gmail.com](mailto:jbrookhart@gmail.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 Jessica Brookhart**

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 [jbrookhart@gmail.com](mailto:jbrookhart@gmail.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: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **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 Jessica Brookhart 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 Jessica Brookhart during the course of your relationship with Jessica Brookhart.