

APPLICATION FOR EXEMPTION FROM AUDIT

SHORT FORM

NAME OF GOVERNMENT	The Highlands Metropolitan District No. 1	For the Year Ended 12/31/24 or fiscal year ended:
ADDRESS	8390 East Crescent Parkway	
	Suite 300	
	Greenwood Village, CO 80111-2814	
CONTACT PERSON	Jason Carroll	
PHONE	303-779-5710	
EMAIL	jason.carroll@claconnect.com	

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:	Jason Carroll
TITLE	Accountant for the District
FIRM NAME (if applicable)	CliftonLarsonAllen LLP
ADDRESS	8390 East Crescent Parkway, Suite 300, Greenwood Village, CO 80111-2814
PHONE	303-779-5710

PREPARER (SIGNATURE REQUIRED)		DATE PREPARED	
See Accountant's Compilation Report		(No exemption shall be granted prior to the close of said fiscal year)	
		2/5/2025	
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 - REVENUES

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 the nearest dollar	Please use this space to provide any necessary explanations
2-1	Taxes: Property (report mills levied in question 10-7)	\$ 1	
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 to table 4-4, column 'Issued during year')	\$ -	
2-16	Lease proceeds	\$ -	
2-17	Developer Advances received (should agree to table 4-4, column 'Issued during year')	\$ 50,000	
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		\$ -	
2-25		\$ -	
2-26	(add lines 2-1 through 2-25) TOTAL REVENUES	\$ 50,001	

PART 3 - EXPENDITURES/EXPENSES

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 the nearest dollar	Please use this space to provide any necessary explanations
3-1	Administrative	\$ 746	
3-2	Salaries	\$ 1,700	
3-3	Payroll taxes	\$ 130	
3-4	Contract services	\$ -	
3-5	Employee benefits	\$ -	
3-6	Insurance	\$ 2,710	
3-7	Accounting and legal fees	\$ 39,055	
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 to table 4-4, column 'Retired during year')	\$ -	
3-18	Debt service interest	\$ -	
3-19	Repayment of Developer Advance (should agree to table 4-4, column 'Retired during year')	\$ -	
3-20	Repayment of Developer Advance Interest	\$ -	
3-21	Contribution to pension plan	\$ -	
3-22	Contribution to Fire & Police Pension Assoc.	\$ -	
3-23	Other (specify):	\$ -	
3-24		\$ -	
3-25		\$ -	
3-26		\$ -	
3-27		\$ -	
3-28	(add lines 3-1 through 3-27) TOTAL EXPENDITURES/EXPENSES	\$ 44,341	

If TOTAL REVENUES (Line 2-26) or TOTAL EXPENDITURES (Line 3-28) 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? <i>(If 'No' is checked, skip to question 4-5)</i> <i>(If 'Yes' is checked, please attach a copy of the entity's debt repayment schedule)</i>		☐	☒																																								
4-2	Is the debt repayment schedule attached? If no, MUST explain below: N/A		☐	☒																																								
4-3	Is the entity current in its debt service payments? If no, MUST explain below: N/A		☐	☒																																								
4-4	<table><tr><th>Please complete the following debt schedule, if applicable: (please only include principal amounts) (enter all amounts as positive numbers)</th><th>Outstanding at end of prior year*</th><th>Issued during year</th><th>Retired during year</th><th>Outstanding at year-end</th></tr><tr><td>General obligation bonds</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ -</td></tr><tr><td>Revenue bonds</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ -</td></tr><tr><td>Notes/Loans</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ -</td></tr><tr><td>Lease & SBITA** Liabilities [GASB 87 & 96]</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ -</td></tr><tr><td>Developer Advances</td><td>\$ 445,932</td><td>\$ 50,000</td><td>\$ -</td><td>\$ 495,932</td></tr><tr><td>Other (specify):</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ -</td></tr><tr><td>TOTAL</td><td>\$ 445,932</td><td>\$ 50,000</td><td>\$ -</td><td>\$ 495,932</td></tr></table>				Please complete the following debt schedule, if applicable: (please only include principal amounts) (enter all amounts 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	\$ -	\$ -	\$ -	\$ -	Lease & SBITA** Liabilities [GASB 87 & 96]	\$ -	\$ -	\$ -	\$ -	Developer Advances	\$ 445,932	\$ 50,000	\$ -	\$ 495,932	Other (specify):	\$ -	\$ -	\$ -	\$ -	TOTAL	\$ 445,932	\$ 50,000	\$ -	\$ 495,932
Please complete the following debt schedule, if applicable: (please only include principal amounts) (enter all amounts 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	\$ -	\$ -	\$ -	\$ -																																								
Lease & SBITA** Liabilities [GASB 87 & 96]	\$ -	\$ -	\$ -	\$ -																																								
Developer Advances	\$ 445,932	\$ 50,000	\$ -	\$ 495,932																																								
Other (specify):	\$ -	\$ -	\$ -	\$ -																																								
TOTAL	\$ 445,932	\$ 50,000	\$ -	\$ 495,932																																								

**Subscription-Based Information Technology Arrangements *Must agree to prior year-end balance

Please answer the following questions by marking the appropriate boxes.			Yes	No
4-5	Does the entity have any authorized but unissued debt as of its fiscal year-end? How much? \$ 670,500,000.00 Date the debt was authorized: 11/5/2024		☒	☐
NEW 4-6	Is the authorized but unissued debt further limited by the entity's most recent Service Plan? If yes: How much? \$ 44,700,000.00 Date of the most recent Service Plan: 6/2/2015		☒	☐
4-7	Does the entity intend to issue debt within the next calendar year? If yes: How much? \$ -		☐	☒
4-8	Does the entity have debt that has been refinanced that it is still responsible for? If yes: What is the amount outstanding? \$ -		☐	☒
4-9	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? \$ -		☐	☒

Part 4 - Please use this space to provide any explanations/comments or attach separate documentation, if needed

4-6: The maximum debt limitation per the service plan is the total across the five districts of \$44,700,000.00 for The Highlands Metropolitan District Nos. 1-5.

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	\$ 25,880		
5-2	Certificates of deposit	\$ -		
TOTAL CASH DEPOSITS			\$ 25,880	
5-3	Investments (if investment is a mutual fund, please list underlying investments):			
	Colostrust	\$ -		
		\$ -		
		\$ -		
		\$ -		
TOTAL INVESTMENTS			\$ -	
TOTAL CASH AND INVESTMENTS			\$ 25,880	
Please answer the following questions by marking in the appropriate boxes.		Yes	No	N/A
5-4	Are the entity's investments legal in accordance with Section 24-75-601, et. seq., C.R.S.?	☐	☐	☒
5-5	Are the entity's deposits in an eligible (Public Deposit Protection Act) public depository (Section 11-10.5-101, et seq. C.R.S.)?	☐	☐	☒

Part 5 - If no, MUST use this space to provide any explanations

PART 6 - CAPITAL AND RIGHT-TO-USE ASSETS

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

6-1

Does the entity have capital assets?
(If 'No' is checked, skip the rest of Part 6)

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

6-3

Complete the following capital & right-to-use assets table:

	Balance - beginning of the year [*]	Additions [^]	Deletions	Year-End Balance
Land	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Leased & SBITA Right-to-Use Assets	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation/Amortization (Please enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

*Must agree to prior year-end balance

[^]Generally capital asset additions should be reported as capital outlay on line 3-14 and capitalized in accordance with the government's capitalization policy. Please explain any discrepancy

Part 6 - Please use this space to provide any explanations/comments or attach documentation, if needed

PART 7 - PENSION INFORMATION

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

7-1

Does the entity have an "old hire" firefighters' pension plan?

Yes

No

7-2

Does the entity have a volunteer firefighters' 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 1?

\$ -

Part 7 - 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.

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.?
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
(Please make sure each individual fund's appropriation agrees to how the budget was adopted.
Do not combine funds)

Governmental/Proprietary Fund Name	Total Appropriations By Fund
General Fund - Amended	\$54,000.00

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)]?	☒	☐
<i>Note: An election to exempt the entity from the spending limitations of TABOR does not exempt the entity from the 3 percent emergency reserve requirement. All entities should determine if they meet this requirement of TABOR.</i>			
Part 9 - If no, MUST use this space to provide any explanations			

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:			
	Please list the PRIOR name:			
10-3	Is the entity a metropolitan district?	☒	☐	
10-4	Please indicate what services the entity provides:			
	See Below			
10-5	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:			
10-6	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.]	☐	☒	
If yes:	Date filed:			
10-7	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			
	General/other mills	50.664		
	Total mills	50.664		
		Yes	No	N/A
10-8	If the entity is a Title 32 Special District formed 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.	☒	☐	☐

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

10-3: The Highlands Metropolitan District No. 1 was established principally to provide streets, traffic and safety controls, street lighting, water, sanitary sewer, storm drainage, landscaping, parks and recreation, and mosquito control to areas within and without boundaries of the District.

PART 11 - GOVERNING BODY APPROVAL			
Please answer the following question by marking in the appropriate box.		Yes	No
11-1	If you plan to submit this form electronically, have you read the Electronic Signature Policy?	☒	☐

Office of the State Auditor — Local Government Division - Exemption Form Electronic Signature Policy and Procedure

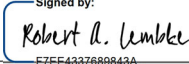
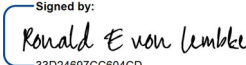
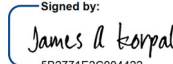
Policy - Requirements

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 two 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 or type the names of <u>ALL</u> members of current governing body below. A <u>MAJORITY</u> of the members of the governing body must sign below.		
Board Member 1	Board Member's Name: I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit. My term expires: May 2025	Robert A. Lembke Signed by:  Signature <u>F7EE4337680843A...</u> Date <u>2/19/2025</u>
Board Member 2	Board Member's Name: I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit. My term expires: May 2025	Ronald E. VonLembke Signed by:  Signature <u>33D24697CC0804CD</u> Date <u>2/19/2025</u>
Board Member 3	Board Member's Name: I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit. My term expires: May 2025	Theodore Joshua Shipman Signed by:  Signature <u>0EE2B38E088844B</u> Date <u>2/19/2025</u>
Board Member 4	Board Member's Name: I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit. My term expires: May 2027	Jason VonLembke Signed by:  Signature <u>4054BBC9DC6A439...</u> Date <u>2/19/2025</u>
Board Member 5	Board Member's Name: I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit. My term expires: May 2027	James A Korpai Signed by:  Signature <u>5B2771E2C004422</u> Date <u>2/19/2025</u>
Board Member 6	Board Member's Name: I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit. My term expires: _____	_____ Signature _____ Date _____
Board Member 7	Board Member's Name: I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit. My term expires: _____	_____ Signature _____ Date _____



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

Accountant's Compilation Report

Board of Directors
The Highlands Metropolitan District No. 1
Weld County, Colorado

Management is responsible for the accompanying Application for Exemption from Audit of The Highlands Metropolitan District No. 1 as of and for the year ended December 31, 2024, 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 The Highlands Metropolitan District No. 1.

Greenwood Village, Colorado
February 5, 2025

Certificate Of Completion

Envelope Id: F9EA686A-F43E-45BB-B7C2-779E043ECB49

Status: Completed

Subject: Complete with Docusign: The Highlands MD No. 1 - 2024 Audit Exemption.pdf

Client Name: The Highlands Metro District No. 1

Client Number: A116588

Source Envelope:

Document Pages: 8

Signatures: 5

Envelope Originator:

Certificate Pages: 5

Initials: 0

Ling Chen

AutoNav: Enabled

220 S 6th St Ste 300

Envelopeld Stamping: Enabled

Minneapolis, MN 55402-1418

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

Ling.Chen@claconnect.com

IP Address: 4.2.161.250

Record Tracking

Status: Original

Holder: Ling Chen

Location: DocuSign

2/19/2025 4:03:26 PM

Ling.Chen@claconnect.com

Signer Events

James A Korpai

jkorpai@msn.com

Security Level: Email, Account Authentication
(None)

Signature

Signed by:

James A Korpai
5B2771E2C004422...

Timestamp

Sent: 2/19/2025 4:06:21 PM

Viewed: 2/19/2025 5:18:56 PM

Signed: 2/19/2025 5:19:13 PM

Signature Adoption: Pre-selected Style

Using IP Address: 107.77.230.5

Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 2/19/2025 5:18:56 PM

ID: 87b6ddfe-a1ad-48b0-8422-b81a547f86aa

Jason VonLembke

jason@70ranch.com

Security Level: Email, Account Authentication
(None)

Signed by:

Jason VonLembke
4054BBC9DC6A439...

Sent: 2/19/2025 4:06:19 PM

Viewed: 2/19/2025 5:15:51 PM

Signed: 2/19/2025 5:15:57 PM

Signature Adoption: Pre-selected Style

Using IP Address: 71.211.173.247

Electronic Record and Signature Disclosure:

Accepted: 2/19/2025 5:15:51 PM

ID: a899fbae-ae87-4e55-b416-aa88ca7da599

Robert A. Lembke

roblembke@thebromleycompanies.com

President

Security Level: Email, Account Authentication
(None)

Signed by:

Robert A. Lembke
F7EE4337689843A...

Sent: 2/19/2025 4:06:20 PM

Viewed: 2/19/2025 6:10:40 PM

Signed: 2/19/2025 6:10:51 PM

Signature Adoption: Pre-selected Style

Using IP Address: 50.246.205.188

Electronic Record and Signature Disclosure:

Accepted: 2/19/2025 6:10:40 PM

ID: 5b576fd4-1980-45b9-bfb8-b6f3ab9b42ea

Ronald E von Lembke

rvl@thebromleycompanies.com

Security Level: Email, Account Authentication
(None)

Signed by:

Ronald E von Lembke
33D24697CC604CD...

Sent: 2/19/2025 4:06:20 PM

Viewed: 2/19/2025 4:11:15 PM

Signed: 2/19/2025 4:11:24 PM

Signature Adoption: Pre-selected Style

Using IP Address: 73.34.136.154

Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
Accepted: 2/18/2025 12:32:06 PM ID: 6919c962-1a03-44aa-b466-0123640f770e		
Theodore Joshua Shipman tjs@thebromleycompanies.com Manager Security Level: Email, Account Authentication (None)	Signed by:  0FF2B38E086844B... Signature Adoption: Pre-selected Style Using IP Address: 174.215.16.248 Signed using mobile	Sent: 2/19/2025 4:06:21 PM Viewed: 2/19/2025 6:08:45 PM Signed: 2/19/2025 6:09:09 PM
Electronic Record and Signature Disclosure: Accepted: 2/19/2025 6:08:45 PM ID: 94fbd989-b940-4b62-8962-2061285340e0		
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	2/19/2025 4:06:21 PM
Certified Delivered	Security Checked	2/19/2025 6:08:45 PM
Signing Complete	Security Checked	2/19/2025 6:09:09 PM
Completed	Security Checked	2/19/2025 6:10:51 PM
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

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