

# APPLICATION FOR EXEMPTION FROM AUDIT

## SHORT FORM

<b>NAME OF GOVERNMENT</b>	<b>Santa Fe Park Metropolitan District No. 4</b>
<b>ADDRESS</b>	<b>121 S Tejon Street</b>
	<b>Suite 1100</b>
	<b>Colorado Springs, CO 80903</b>
<b>CONTACT PERSON</b>	<b>Carrie Bartow</b>
<b>PHONE</b>	<b>719-635-0330</b>
<b>EMAIL</b>	<b>carrie.bartow@claconnect.com</b>

For the Year Ended  
12/31/24  
or fiscal year ended:

## 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.

<b>NAME:</b>	Carrie Bartow
<b>TITLE</b>	Accountant for the District
<b>FIRM NAME (if applicable)</b>	CliftonLarsonAllen LLP
<b>ADDRESS</b>	121 S Tejon Street, Suite 1100, Colorado Springs, CO 80903
<b>PHONE</b>	719-635-0330

<b>PREPARER (SIGNATURE REQUIRED)</b>	<b>DATE PREPARED</b> <small>(No exemption shall be granted prior to the close of said fiscal year)</small>				
See attached accountants compilation report	<b>3/18/2024</b>				
Please indicate whether the following financial information is recorded using Governmental or Proprietary fund types	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: center; padding: 2px;"><b>GOVERNMENTAL</b> <small>(MODIFIED ACCRUAL BASIS)</small></th> <th style="width: 50%; text-align: center; padding: 2px;"><b>PROPRIETARY</b> <small>(CASH OR BUDGETARY BASIS)</small></th> </tr> <tr> <td style="text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> </table>	<b>GOVERNMENTAL</b> <small>(MODIFIED ACCRUAL BASIS)</small>	<b>PROPRIETARY</b> <small>(CASH OR BUDGETARY BASIS)</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>GOVERNMENTAL</b> <small>(MODIFIED ACCRUAL BASIS)</small>	<b>PROPRIETARY</b> <small>(CASH OR BUDGETARY BASIS)</small>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>				

## 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)	\$ -	
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')	\$ 21,578	
2-18	Proceeds from sale of capital assets	\$ -	
2-19	Fire and police pension	\$ -	
2-20	Donations	\$ -	
2-21	Other Revenue	\$ 1	
2-22		\$ -	
2-23		\$ -	
2-24		\$ -	
2-25		\$ -	
2-26	(add lines 2-1 through 2-25) <b>TOTAL REVENUES</b>	<b>\$ 21,579</b>	

## 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	\$ -	
3-2	Salaries	\$ -	
3-3	Payroll taxes	\$ -	
3-4	Contract services	\$ -	
3-5	Employee benefits	\$ -	
3-6	Insurance	\$ 250	
3-7	Accounting and legal fees	\$ 17,133	
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 Principal (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	Election	\$ 88	
3-24	Website	\$ 150	
3-25		\$ -	
3-26		\$ -	
3-27		\$ -	
3-28	(add lines 3-1 through 3-27) <b>TOTAL EXPENDITURES/EXPENSES</b>	<b>\$ 17,621</b>	

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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4-2	Is the debt repayment schedule attached? If no, <b>MUST</b> explain below: <div style="border: 1px solid black; padding: 2px; margin-top: 5px; color: red; font-weight: bold;">N/A - The District's only obligations are in the form of developer advances</div>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-3	Is the entity current in its debt service payments? If no, <b>MUST</b> explain below: <div style="border: 1px solid black; padding: 2px; margin-top: 5px; color: red; font-weight: bold;">N/A - The District's only obligations are in the form of developer advances</div>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-4	Please complete the following debt schedule, if applicable: <small>(please only include principal amounts) (enter all amounts as positive numbers)</small>		
	General obligation bonds	\$ -	\$ -
	Revenue bonds	\$ -	\$ -
	Notes/Loans	\$ -	\$ -
	Lease & SBITA** Liabilities [GASB 87 & 96]	\$ -	\$ -
	Developer Advances	\$ 2,658	\$ 21,578
	Other (specify):	\$ -	\$ -
	<b>TOTAL</b>	\$ 2,658	\$ 21,578

\*\*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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	How much? <div style="border: 1px solid black; padding: 2px; width: 150px; text-align: center;">\$ 984,000,000</div>		
	Date the debt was authorized: <div style="border: 1px solid black; padding: 2px; width: 150px; text-align: center;">11/2/2021</div>		
NEW 4-6	Is the authorized but unissued debt further limited by the entity's most recent Service Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes:	How much? <div style="border: 1px solid black; padding: 2px; width: 150px; text-align: center;">\$ 41,000,000</div>		
	Date of the most recent Service Plan: <div style="border: 1px solid black; padding: 2px; width: 150px; text-align: center;">8/17/2021</div>		
4-7	Does the entity intend to issue debt within the next calendar year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes:	How much? <div style="border: 1px solid black; padding: 2px; width: 150px; text-align: center;">\$ -</div>		
4-8	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; padding: 2px; width: 150px; text-align: center;">\$ -</div>		
4-9	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; height: 20px; width: 150px;"></div>		
	What is the original date of the lease? <div style="border: 1px solid black; height: 20px; width: 150px;"></div>		
	Number of years of lease? <div style="border: 1px solid black; height: 20px; width: 150px;"></div>		
	Is the lease subject to annual appropriation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	What are the annual lease payments? <div style="border: 1px solid black; padding: 2px; width: 150px; text-align: center;">\$ -</div>		

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

## 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	\$ 3,000	
5-2	Certificates of deposit	\$ -	
	<b>TOTAL CASH DEPOSITS</b>		\$ 3,000
5-3	Investments (if investment is a mutual fund, please list underlying investments):		
	<div style="border: 1px solid black; height: 20px; width: 150px;"></div>	\$ -	
	<div style="border: 1px solid black; height: 20px; width: 150px;"></div>	\$ -	
	<div style="border: 1px solid black; height: 20px; width: 150px;"></div>	\$ -	
	<div style="border: 1px solid black; height: 20px; width: 150px;"></div>	\$ -	
	<b>TOTAL INVESTMENTS</b>		\$ -
	<b>TOTAL CASH AND INVESTMENTS</b>		\$ 3,000

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"/>

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.

- |     |  |                          |                                     |
|-----|--|--------------------------|-------------------------------------|
|     |  | Yes                      | No                                  |
| 6-1 | Does the entity have capital assets?<br><i>(If 'No' is checked, skip the rest of Part 6)</i>   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6-2 | Has the entity performed an annual inventory of capital assets in accordance with Section 29-1-506, C.R.S.,? If no, <b>MUST</b> explain: | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

N/A - The District has no capital assets

6-3 Complete the following capital & right-to-use assets table:	Balance - beginning of the year*	Additions <sup>^</sup>	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 <small>(Please enter a negative, or credit, balance)</small>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Must agree to prior year-end balance  
<sup>^</sup>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.

- |     |  |                          |                                     |
|-----|--|--------------------------|-------------------------------------|
|     |  | Yes                      | No                                  |
| 7-1 | Does the entity have an "old hire" firefighters' pension plan? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7-2 | Does the entity have a volunteer firefighters' pension plan?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If yes: Who administers the plan?

Indicate the contributions from:

Tax (property, SO, sales, etc.):	\$ -
State contribution amount:	\$ -
Other (gifts, donations, etc.):	\$ -
<b>TOTAL</b>	<b>\$ -</b>

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.

- |     |   |                                     |                          |                          |
|-----|---|-------------------------------------|--------------------------|--------------------------|
|     |   | 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.?<br>If no, <b>MUST</b> explain: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- |     |   |                                     |                          |                          |
|-----|---|-------------------------------------|--------------------------|--------------------------|
|     |   | 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, <b>MUST</b> explain: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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	\$50,000

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

Please answer the following question by marking in the appropriate box.

- |            |   |  |                                |
|------------|---|--|--------------------------------|
| <b>9-1</b> | Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]?  | Yes<br><input checked="" type="checkbox"/> | No<br><input type="checkbox"/> |
|            | <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.

- |             |  |  |   |
|-------------|--|--|---|
| <b>10-1</b> | Is this application for a newly formed governmental entity?  | Yes<br><input type="checkbox"/>            | No<br><input checked="" type="checkbox"/> |
|             | If yes: Date of formation: <input style="width: 300px;" type="text"/>  |  |   |
| <b>10-2</b> | Has the entity changed its name in the past or current year?   | Yes<br><input type="checkbox"/>            | No<br><input checked="" type="checkbox"/> |
|             | If yes: Please list the NEW name: <input style="width: 300px;" type="text"/><br>Please list the PRIOR name: <input style="width: 300px;" type="text"/>   |  |   |
| <b>10-3</b> | Is the entity a metropolitan district?   | Yes<br><input checked="" type="checkbox"/> | No<br><input type="checkbox"/>            |
| <b>10-4</b> | Please indicate what services the entity provides:<br><input style="width: 500px; height: 20px;" type="text"/>   |  |   |
| <b>10-5</b> | Does the entity have an agreement with another government to provide services?   | Yes<br><input checked="" type="checkbox"/> | No<br><input type="checkbox"/>            |
|             | If yes: List the name of the other governmental entity and the services provided:<br><input style="width: 500px; height: 20px;" type="text"/>  |  |   |
| <b>10-6</b> | Has the district filed a <i>Title 32, Article 1 Special District Notice of Inactive Status</i> 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<br><input checked="" type="checkbox"/> | No<br><input type="checkbox"/>            |
|             | If yes: Date filed: <input style="width: 300px;" type="text" value="12/2/2024"/>   |  |   |
| <b>10-7</b> | Does the entity have a certified mill levy?  | Yes<br><input checked="" type="checkbox"/> | No<br><input type="checkbox"/>            |
|             | If yes: Please provide the following <u>mills</u> levied for the year reported (do not report \$ amounts):   |  |   |
|             | Bond redemption mills  | -  |   |
|             | General/other mills  | -  |   |
|             | <b>Total mills</b>   | <b>-</b>                                   |   |
|             |  | <b>Yes</b>                                 | <b>No</b>                                 |
| <b>10-8</b> | 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 <b>NO</b> , please explain. | Yes<br><input checked="" type="checkbox"/> | No<br><input type="checkbox"/>            |
|             | <input style="width: 500px; height: 20px;" type="text"/>   |  |   |

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

10-4: The primary purpose of the District is to provide for the planning, design, acquisition, construction, installation, relocation and/or redevelopment of public improvements and services including streets, water supply, sanitary sewer, traffic and safety controls, parks and recreation, mosquito control, television relay and translation, public transportation, and operations and maintenance.

10-5: The District was formed in conjunction with Santa Fe Park Metropolitan District Nos. 1-3 to provide the services listed above.

## 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 ALL members of current governing body below.  
A MAJORITY of the members of the governing body must sign below.**

<p>Board Member 1</p>	<p><b>Board Member's Name:</b></p> <p>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.</p> <p>My term expires: 2027</p>	<p>Reggie Carveth</p> <p>DocuSigned by: <i>Reggie Carveth</i></p> <p>Signature _____ 3/25/2025</p> <p>Date _____</p>
<p>Board Member 2</p>	<p><b>Board Member's Name:</b></p> <p>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.</p> <p>My term expires: 2027</p>	<p>Denise Hogenes</p> <p>Signature _____</p> <p>Date _____</p>
<p>Board Member 3</p>	<p><b>Board Member's Name:</b></p> <p>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.</p> <p>My term expires: 2027</p>	<p>Christopher Osler</p> <p>DocuSigned by: <i>Chris Osler</i></p> <p>Signature _____ 3/24/2025</p> <p>Date _____</p>
<p>Board Member 4</p>	<p><b>Board Member's Name:</b></p> <p>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.</p> <p>My term expires: 2025</p>	<p>Timothy Westbrook</p> <p>DocuSigned by: <i>Timothy Westbrook</i></p> <p>Signature _____ 3/25/2025</p> <p>Date _____</p>
<p>Board Member 5</p>	<p><b>Board Member's Name:</b></p> <p>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.</p> <p>My term expires: 2025</p>	<p>Nathaniel Both</p> <p>DocuSigned by: <i>Nathaniel Both</i></p> <p>Signature _____ 3/24/2025</p> <p>Date _____</p>
<p>Board Member 6</p>	<p><b>Board Member's Name:</b></p> <p>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.</p> <p>My term expires: _____</p>	<p>_____</p> <p>Signature _____</p> <p>Date _____</p>
<p>Board Member 7</p>	<p><b>Board Member's Name:</b></p> <p>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.</p> <p>My term expires: _____</p>	<p>_____</p> <p>Signature _____</p> <p>Date _____</p>



CliftonLarsonAllen LLP  
claconnect.com

## Accountant's Compilation Report

Board of Directors  
Santa Fe Metropolitan District No. 4  
Arapahoe County, Colorado

Management is responsible for the accompanying Application for Exemption from Audit of Santa Fe Metropolitan District No. 4 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 Santa Fe Metropolitan District No. 4.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

Colorado Springs, Colorado  
March 18, 2025

## Certificate Of Completion

Envelope Id: DA5DE3DD-96CC-44F4-8F6F-54750ACDC4A9  
 Subject: Complete with Docusign: SFPMD4 2024 Audit Exemption (1).pdf  
 Client Name: Santa Fe Park Metro District No. 4  
 Client Number: A119804  
 Source Envelope:  
 Document Pages: 8  
 Certificate Pages: 5  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed  
 Envelope Originator:  
 Ling Chen  
 220 S 6th St Ste 300  
 Minneapolis, MN 55402-1418  
 Ling.Chen@claconnect.com  
 IP Address: 4.2.161.250

## Record Tracking

Status: Original  
 3/24/2025 5:09:30 PM  
 Holder: Ling Chen  
 Ling.Chen@claconnect.com  
 Location: DocuSign

## Signer Events

Christopher Osler  
 cosler@tollbrothers.com  
 President  
 Security Level: Email, Account Authentication  
 (None)

## Signature

DocuSigned by:  
  
 A72E2A817BD74D3...  
 Signature Adoption: Drawn on Device  
 Using IP Address: 4.42.149.26

## Timestamp

Sent: 3/24/2025 5:11:48 PM  
 Viewed: 3/24/2025 5:22:06 PM  
 Signed: 3/24/2025 5:22:12 PM

### Electronic Record and Signature Disclosure:

Accepted: 3/24/2025 5:22:06 PM  
 ID: 1a24f526-3260-4576-bfaf-4f4c6a51bc43

Nathaniel Both  
 bboth@tollbrothers.com  
 President  
 Security Level: Email, Account Authentication  
 (None)


DocuSigned by:  
  
 F9154CBF99524ED...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 8.20.69.6

Sent: 3/24/2025 5:11:50 PM  
 Viewed: 3/24/2025 5:29:48 PM  
 Signed: 3/24/2025 5:29:54 PM

### Electronic Record and Signature Disclosure:

Accepted: 3/24/2025 5:29:48 PM  
 ID: 16fc0bd3-0065-48a6-bffb-0d906d1032d0

Reggie Carveth  
 rcarveth@tollbrothers.com  
 DP  
 Security Level: Email, Account Authentication  
 (None)


DocuSigned by:  
  
 603A8820EBDF4E0...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 174.215.19.80  
 Signed using mobile

Sent: 3/24/2025 5:11:49 PM  
 Viewed: 3/25/2025 10:43:26 AM  
 Signed: 3/25/2025 10:43:36 AM

### Electronic Record and Signature Disclosure:

Accepted: 3/25/2025 10:43:26 AM  
 ID: 8a2aa709-1c54-4417-a370-88338e7d4265

Timothy Westbrook  
 twestbrook@tollbrothers.com  
 Vice President  
 Security Level: Email, Account Authentication  
 (None)

DocuSigned by:  
  
 F5D12CEAA1CD45A...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 4.42.149.26

Sent: 3/24/2025 5:11:49 PM  
 Viewed: 3/25/2025 8:43:16 AM  
 Signed: 3/25/2025 8:43:25 AM

### Electronic Record and Signature Disclosure:

<b>Signer Events</b>	<b>Signature</b>	<b>Timestamp</b>
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Accepted: 3/25/2025 8:43:16 AM  
ID: 745db3b7-58cd-4d9a-9822-dadb73508f55

<b>In Person Signer Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Sent	Hashed/Encrypted	3/24/2025 5:11:50 PM
Envelope Updated	Security Checked	3/25/2025 3:50:08 PM
Certified Delivered	Security Checked	3/25/2025 8:43:16 AM
Signing Complete	Security Checked	3/25/2025 8:43:25 AM
Completed	Security Checked	3/25/2025 3:50:08 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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