

APPLICATION FOR EXEMPTION FROM AUDIT

SHORT FORM

**NAME OF GOVERNMENT
ADDRESS**

| |
|--|
| Cottonwood Townhomes Metropolitan District |
| c/o Law Office of Michael E. Davis LLC |
| 1151 Eagle Drive #366 |
| Loveland Co 80537 |
| Michael Davis |
| 720-324-3130 |
| michael@mdavislawoffice.com |

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

**CONTACT PERSON
PHONE
EMAIL**

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

| |
|--------------------------------|
| Kevin Collins |
| |
| Kevin Collins CPA LLC |
| P O Box 625 Franktown Co 80116 |
| 303-521-8625 |

| PREPARER (SIGNATURE REQUIRED) | DATE PREPARED <small>(No exemption shall be granted prior to the close of said fiscal year)</small> |
|--|--|
| DocuSigned by: Kevin Collins <small>0AE947A93A504D4...</small> | 2/26/2025 |

| | | |
|--|---|--|
| Please indicate whether the following financial information is recorded using Governmental or Proprietary fund types | GOVERNMENTAL <small>(MODIFIED ACCRUAL BASIS)</small> <input checked="" type="checkbox"/> | PROPRIETARY <small>(CASH OR BUDGETARY BASIS)</small> <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 | |
|--------|--|-----------------------------|---|
| 2-1 | Taxes: Property (report mills levied in question 10-7) | \$ - | Please use this space to provide any necessary explanations |
| 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') | \$ 11,453 | |
| 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 | \$ 11,453 | |

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 | |
|--------|--|-----------------------------|---|
| 3-1 | Administrative | \$ 476 | Please use this space to provide any necessary explanations |
| 3-2 | Salaries | \$ - | |
| 3-3 | Payroll taxes | \$ - | |
| 3-4 | Contract services | \$ - | |
| 3-5 | Employee benefits | \$ - | |
| 3-6 | Insurance | \$ 4,233 | |
| 3-7 | Accounting and legal fees | \$ 6,262 | |
| 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 | Other (specify): | \$ - | |
| 3-24 | | \$ - | |
| 3-25 | | \$ - | |
| 3-26 | | \$ - | |
| 3-27 | | \$ - | |
| 3-28 | (add lines 3-1 through 3-27) TOTAL EXPENDITURES/EXPENSES | \$ 10,971 | |

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? Yes No
(If 'No' is checked, skip to question 4-5)
(If 'Yes' is checked, please attach a copy of the entity's debt repayment schedule)

4-2 Is the debt repayment schedule attached? If no, **MUST** explain below: Yes No

4-3 Is the entity current in its debt service payments? If no, **MUST** explain below: Yes No

| 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 | \$ 13,049 | \$ 11,453 | \$ - | \$ 24,502 |
| Other (specify): | \$ - | \$ - | \$ - | \$ - |
| TOTAL | \$ 13,049 | \$ 11,453 | \$ - | \$ 24,502 |

**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? Yes No
 How much? \$ 72,648,000.00
 Date the debt was authorized: 11/8/2022

NEW 4-6 Is the authorized but unissued debt further limited by the entity's most recent Service Plan? Yes No
 If yes: How much? \$ 6,054,000.00
 Date of the most recent Service Plan: 8/2/2022

4-7 Does the entity intend to issue debt within the next calendar year? Yes No
 If yes: How much? \$ -

4-8 Does the entity have debt that has been refinanced that it is still responsible for? Yes No
 If yes: What is the amount outstanding? \$ -

4-9 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 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 | \$ - | |
| 5-2 | Certificates of deposit | \$ - | |
| TOTAL CASH DEPOSITS | | | \$ - |

| | | | |
|-----------------------------------|---|------|------|
| 5-3 | Investments (if investment is a mutual fund, please list underlying investments): | | |
| | no cash or investment balance as of 12/31/2024 | \$ - | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| 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.? 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.)? Yes No N/A

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? Yes No
(If 'No' is checked, skip the rest of Part 6)

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 & 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.

Yes No

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.

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

If no, **MUST** explain:

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 | \$48,000.00 |
| | |
| | |
| | |

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)]?

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.

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:

- 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 mills levied for the year reported (do not report \$ amounts):

| | | | |
|-----------------------|--|---|--|
| Bond redemption mills | | - | |
| General/other mills | | - | |
| Total mills | | - | |

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

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**


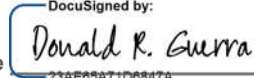
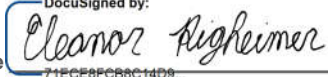
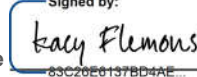
The Office of the State Auditor Local Government Audit Division may accept an electronic submission of an application for exemption from audit that includes governing board signatures obtained through a program such as Docusign or Echosign. Required elements and safeguards are as follows:

- 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>Board Member's Name:</p> | <p>Aaron Loeck</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. My term expires: May 2025</p> | <p>Signed by:  Signature _____ <small>C6AD6293DD9C461...</small> Date <u>3/7/2025</u></p> |
| <p>Board Member 2</p> | <p>Board Member's Name:</p> | <p>Donald R. Guerra</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. My term expires: May 2027</p> | <p>DocuSigned by:  Signature _____ <small>23AE65A71D6847A...</small> Date <u>3/6/2025</u></p> |
| <p>Board Member 3</p> | <p>Board Member's Name:</p> | <p>Eleanor T. Righeimer</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. My term expires: May 2027</p> | <p>DocuSigned by:  Signature _____ <small>71EC89FC88C14D9...</small> Date <u>3/6/2025</u></p> |
| <p>Board Member 4</p> | <p>Board Member's Name:</p> | <p>Kacy Flems</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. My term expires: May 2025</p> | <p>Signed by:  Signature _____ <small>63C20E0137BD4AE...</small> Date <u>3/7/2025</u></p> |
| <p>Board Member 5</p> | <p>Board Member's Name:</p> | <p>_____</p> |
| | <p>and that I have personally reviewed and approved this application for exemption from audit.</p> | <p>Signature _____ Date _____</p> |
| <p>Board Member 6</p> | <p>Board Member's Name:</p> | <p>_____</p> |
| | <p>and that I have personally reviewed and approved this application for exemption from audit.</p> | <p>Signature _____ Date _____</p> |
| <p>Board Member 7</p> | <p>Board Member's Name:</p> | <p>_____</p> |
| | <p>and that I have personally reviewed and approved this application for exemption from audit.</p> | <p>Signature _____ Date _____</p> |

Certificate Of Completion

Envelope Id: CA79BD90-FA8E-4B18-94EB-5C0FFD71DA26
 Subject: Cottonwood Townhomes Metro District 2024 Audit Exemption Application
 Source Envelope:
 Document Pages: 11
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed
 Envelope Originator:
 Marisa Davis
 1151 Eagle Drive
 Suite 366
 Loveland, CO 80537
 marisa@mdavislawoffice.com
 IP Address: 174.174.85.206

Record Tracking


Status: Original
 3/5/2025 1:31:46 PM
 Holder: Marisa Davis
 marisa@mdavislawoffice.com

Location: DocuSign

Signer Events

Kevin Collins
 kfccollins2262@gmail.com
 Security Level: Email, Account Authentication
 (None)

Signature

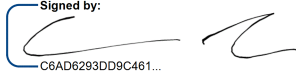
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 Signature Adoption: Pre-selected Style
 Using IP Address: 104.28.94.232
 Signed using mobile

Timestamp

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 Viewed: 3/6/2025 11:54:57 AM
 Signed: 3/6/2025 11:57:32 AM

Electronic Record and Signature Disclosure:
 Accepted: 3/6/2025 11:54:57 AM
 ID: 3b99ce9c-e589-4a0f-801b-589f59d080d4

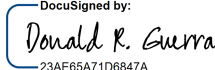
Aaron Loeck
 aaron.loeck@lgihomes.com
 Security Level: Email, Account Authentication
 (None)

Signed by:

 C6AD6293DD9C461...
 Signature Adoption: Drawn on Device
 Using IP Address: 50.190.67.194

Sent: 3/6/2025 11:57:33 AM
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 Signed: 3/7/2025 8:14:02 AM

Electronic Record and Signature Disclosure:
 Accepted: 3/7/2025 8:13:39 AM
 ID: 9377f576-4094-42c3-9645-658dcfd547f2

Donald R. Guerra
 don.guerra@landassetstrategies.com
 Security Level: Email, Account Authentication
 (None)

DocuSigned by:

 23AE65A71D6847A...
 Signature Adoption: Pre-selected Style
 Using IP Address: 75.71.3.193

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Electronic Record and Signature Disclosure:
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 ID: a892d744-3b80-48ed-a3e4-5f15d14eb551


Eleanor T. Righeimer
 EllieRigheimer@gmail.com
 Security Level: Email, Account Authentication
 (None)

DocuSigned by:

 71ECE8FCB8C14D9...
 Signature Adoption: Drawn on Device
 Using IP Address: 129.82.95.85
 Signed using mobile

Sent: 3/6/2025 11:57:34 AM
 Viewed: 3/6/2025 11:58:01 AM
 Signed: 3/6/2025 11:58:55 AM

Electronic Record and Signature Disclosure:
 Accepted: 2/22/2023 10:20:06 AM
 ID: 52a2dcf2-b625-4624-8bef-231868783b26

| Signer Events | Signature | Timestamp |
|--|---|---|
| Kacy Flemons kacy.flemons@lgihomes.com Board President Security Level: Email, Account Authentication (None) |  <p>Signed by: <i>Kacy Flemons</i> <small>83C26E6137BD4AE...</small></p> Signature Adoption: Pre-selected Style Using IP Address: 50.190.67.194 | Sent: 3/6/2025 11:57:34 AM Resent: 3/7/2025 3:02:15 PM Viewed: 3/7/2025 4:10:11 PM Signed: 3/7/2025 4:10:36 PM |

Electronic Record and Signature Disclosure:
 Accepted: 3/7/2025 4:10:11 PM
 ID: d8a6e0c5-ccd0-4a3a-a193-4fba45340216

| In Person Signer Events | Signature | Timestamp |
|-------------------------|-----------|-----------|
|-------------------------|-----------|-----------|

| Editor Delivery Events | Status | Timestamp |
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| Agent Delivery Events | Status | Timestamp |
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| 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 | 3/5/2025 1:44:05 PM |
| Certified Delivered | Security Checked | 3/7/2025 4:10:11 PM |
| Signing Complete | Security Checked | 3/7/2025 4:10:36 PM |
| Completed | Security Checked | 3/7/2025 4:10:36 PM |

| Payment Events | Status | Timestamps |
|----------------|--------|------------|
|----------------|--------|------------|

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Law Office of Michael E Davis LLC (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

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 Law Office of Michael E Davis LLC:

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: marisa@mdavislawoffice.com

To advise Law Office of Michael E Davis LLC 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 marisa@mdavislawoffice.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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