

APPLICATION FOR EXEMPTION FROM AUDIT

SHORT FORM

NAME OF GOVERNMENT	EL PASO COUNTY CONSERVATION DISTRICT
ADDRESS	5610 INDUSTRIAL PL #100 COLORADO SPRINGS, CO 80916
CONTACT PERSON	MARIAH HUDSON, DISTRICT MANAGER
PHONE	719-600-4706
EMAIL	epcconservationdistrict@gmail.com

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.

NAME:	KATIE MILLER
TITLE	BOARD SECRETARY/TREASURER
FIRM NAME (if applicable)	
ADDRESS	5610 INDUSTRIAL PL #100 COLORADO SPRINGS, CO 80916
PHONE	719-600-4706

PREPARER (SIGNATURE REQUIRED)

DATE PREPARED
(No exemption shall be granted prior to the close of said fiscal year)

Signed by:  76CD04F7B115491...	March 25, 2025
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Please indicate whether the following financial information is recorded using Governmental or Proprietary fund types	GOVERNMENTAL (MODIFIED ACCRUAL BASIS)	PROPRIETARY (CASH OR BUDGETARY BASIS)
	X	

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			\$ 2,844
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')			\$ -
2-18	Proceeds from sale of capital assets			\$ -
2-19	Fire and police pension			\$ -
2-20	Donations			\$ 101
2-21	County Direct Assistance			\$ 17,800
2-22	Colorado State Conservation Board (CSCB) Direct Assistance			\$ 6,689
2-23	Colorado State Conservation Board (CSCB) Senate Bill 22-195			\$ 2,000
2-24	Sales			\$ 6,470
2-25	Colorado State Conservation Board (CSCB) Matching Grant + Partner			\$ 37,528
2-26	(add lines 2-1 through 2-25) TOTAL REVENUES		\$	73,433

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	\$ 3,939	Please use this space to provide any necessary explanations
3-2	Salaries	\$ 41,906	
3-3	Payroll taxes	\$ -	
3-4	Contract services	\$ 27,402	
3-5	Employee benefits	\$ -	
3-6	Insurance	\$ -	
3-7	Accounting and legal fees	\$ -	
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): Education, Meetings, Sponsorships	\$ 3,693	
3-24	Other (specify): Store	\$ 8,213	
3-25			
3-26			
3-27			
3-28	(add lines 3-1 through 3-27) TOTAL EXPENDITURES/EXPENSES	\$ 85,154	

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	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	\$ -	\$ -	\$ -	\$ -
	Other (specify):	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ -	\$ -	\$ -	\$ -

**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?	\$ -			
	Date the debt was authorized:	n/a			
NEW 4-6	Is the authorized but unissued debt further limited by the entity's most recent Service Plan?				n/a
If yes:	How much?	\$ -			
	Date of the most recent Service Plan:	n/a			
4-7	Does the entity intend to issue debt within the next calendar year?				x
If yes:	How much?	\$ -			
4-8	Does the entity have debt that has been refinanced that it is still responsible for?				x
If yes:	What is the amount outstanding?	\$ -			
4-9	Does the entity have any lease agreements?				x
If yes:	What is being leased?	n/a			
	What is the original date of the lease?	n/a			
	Number of years of lease?	n/a			
	Is the lease subject to annual appropriation?				n/a
	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	\$ 19,201	
5-2	Certificates of deposit	\$ 78,543	
TOTAL CASH DEPOSITS			\$ 97,743
5-3	Investments (if investment is a mutual fund, please list underlying investments):		
		\$ -	
		\$ -	
		\$ -	
TOTAL INVESTMENTS			\$ -
TOTAL CASH AND INVESTMENTS			\$ 97,743

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.?	x		
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.)?	x		

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? <i>(If 'No' is checked, skip the rest of Part 6)</i>		x		
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: n/a				
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.		Yes	No
7-1	Does the entity have an "old hire" firefighters' pension plan?		x
7-2	Does the entity have a volunteer firefighters' pension plan?		x
If yes:	Who administers the plan?	n/a	
	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.? If no, MUST explain:	x		
8-2	Did the entity pass an appropriations resolution, in accordance with Section 29-1-108 C.R.S.? If no, MUST explain:	x		
If yes:	Please indicate the amount appropriated for each fund separately for the year (Please make sure each individual fund's appropriation agrees to how the budget was adopted.)			
	Governmental/Proprietary Fund Name	Total Appropriations By Fund		
	General Fund	\$106,858.00		

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)]?	x	
	<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

n/a

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?		x
If yes:	Date of formation:	n/a	
10-2	Has the entity changed its name in the past or current year?		x
If yes:	Please list the NEW name:	n/a	
	Please list the PRIOR name:	n/a	
10-3	Is the entity a metropolitan district?		x
10-4	Please indicate what services the entity provides:		
	The El Paso County Conservation District serves land owners, land users, and partners to champion the responsible management and conservation of our finite natural resources.		
10-5	Does the entity have an agreement with another government to provide services?	x	
If yes:	List the name of the other governmental entity and the services provided:		
	1) N0821MOU0011538 3-way MOU U.S. USDA NRCS, EPCCD, and CO Dept of Ag CSCB 2) El Paso County Govt services and dam inspections, 3) CSCB/other Dist Technician grant		
10-6	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.]		x
If yes:	Date filed:	n/a	
10-7	Does the entity have a certified mill levy?		x
If yes:	Please provide the following <u>mills</u> levied for the year reported (do not report \$		
	Bond redemption mills		-
	General/other mills		-
	Total mills		-
		Yes	No
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		x
	n/a		

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?

x

**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.**

Board Member's Name:

BILLY RICHARD

Board Member 1

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

Signed by:

Billy Richard

Signature

6EEF02293D9B4BC

3/26/2025

Date

Board Member's Name:

ERICA CARTER

Board Member 2

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

Signature

Date

Board Member's Name:

KATIE MILLER

Board Member 3

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

Signed by:

Katie Miller

Signature

76CD04E7B115491

3/27/2025

Date

Board Member's Name:

CASSIE OLGREN

Board Member 4

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

Signed by:

C. Olgren

Signature

7412347E73354BF

3/27/2025

Date

Board Member's Name:

HARRY THOMAS

Board Member 5

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

Signed by:

Harry Thomas

Signature

92CD4DA2B0874DD

3/26/2025

Date

RESOLUTION FOR EXEMPTION FROM AUDIT
(Pursuant to C.R.S. § 29-1-604)

A RESOLUTION APPROVING AN EXEMPTION FROM AUDIT FOR FISCAL YEAR **2024** FOR THE **EL PASO COUNTY CONSERVATION DISTRICT**, STATE OF COLORADO.

WHEREAS, the **Board of Supervisors** of the **EL PASO COUNTY CONSERVATION DISTRICT** wishes to claim exemption from the audit requirements of Colorado Revised Statutes § 29-1-603; and

WHEREAS, C.R.S. § 29-1-604 states that any local government where neither revenues nor expenditures exceed one hundred thousand dollars may, with the approval of the State Auditor, be exempt from the provision of C.R.S. § 29-1-603; and

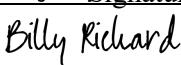
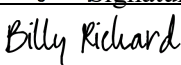


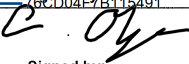
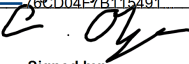
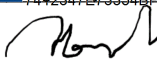
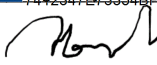
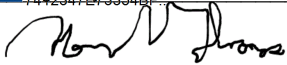
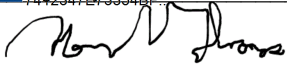
WHEREAS, neither revenues nor expenditures for **EL PASO COUNTY CONSERVATION DISTRICT** exceeded \$100,000 for Fiscal Year 2024; and

WHEREAS, an application for exemption from audit for **EL PASO COUNTY CONSERVATION DISTRICT** has been prepared by **KATIE MILLER, Secretary/Treasurer**, a person skilled in 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 by the **Board of Supervisors** of the **EL PASO COUNTY CONSERVATION DISTRICT** that the application for exemption from audit for the **EL PASO COUNTY CONSERVATION DISTRICT** for the Fiscal year ended December 31, 2024, has been personally reviewed and is hereby approved in an open public meeting by a majority of the **Board of Supervisors** of the **EL PASO COUNTY CONSERVATION DISTRICT**; that those members of the **Board of Supervisors** have signified their approval by signing below, and that the resolution shall be attached to, and shall become a part of, the application for exemption from audit of the **EL PASO COUNTY CONSERVATION DISTRICT** for the fiscal year ended December 31, 2024.

ADOPTED THIS 25th day of March, 2025.

<u>Members of Governing Body</u>	<u>Term Expires</u>	<u>Signed by</u>	<u>Signature</u>
BILLY RICHARD, Board President	2027		
ERICA CARTER, Board Vice President	2025		
KATIE MILLER, Secretary/Treasurer	2025		
CASSIE OLGREN, Board Supervisor	2027		
HARRY THOMAS, Board Supervisor	2027		

Certificate Of Completion

Envelope Id: 4C745CBA-6FFE-4D43-B501-294C28FDD190

Status: Completed

Subject: eSign EPCCD EfrA 2024

Source Envelope:

Document Pages: 9

Signatures: 9

Envelope Originator:

Certificate Pages: 4

Initials: 0

District Manager

AutoNav: Enabled

epccconservationdistrict@gmail.com

Envelopeld Stamping: Enabled

IP Address: 184.99.16.232

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Record Tracking

Status: Original

Holder: District Manager

Location: DocuSign

3/26/2025 8:18:57 AM

epccconservationdistrict@gmail.com

Signer Events

Billy Richard

billytr3@gmail.com

Security Level: Email, Account Authentication (None)

Signature

Signed by:

6EFF02293D9B4BC...

Timestamp

Sent: 3/26/2025 8:27:27 AM

Viewed: 3/26/2025 10:35:02 AM

Signed: 3/26/2025 10:35:26 AM

Signature Adoption: Pre-selected Style

Using IP Address: 74.93.228.145

Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 3/26/2025 10:35:02 AM

ID: 06e98c48-3fce-47b3-86bf-69751c2f638e

Cassie Olgren

colgren@outlook.com

Security Level: Email, Account Authentication (None)

Signed by:

7412347E73354BF...

Sent: 3/26/2025 8:27:28 AM

Resent: 3/27/2025 11:02:21 AM

Viewed: 3/27/2025 7:36:24 PM

Signed: 3/27/2025 7:36:57 PM

Signature Adoption: Drawn on Device

Using IP Address: 97.139.227.176

Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 3/27/2025 7:36:24 PM

ID: dd0a6ad6-352d-46ec-8712-66dbf161ef71

Harry Thomas

Vern5776@gmail.com

Security Level: Email, Account Authentication (None)

Signed by:

92CD4DA2B0874DD...

Sent: 3/26/2025 8:27:28 AM

Viewed: 3/26/2025 9:38:51 AM

Signed: 3/26/2025 9:39:59 AM

Signature Adoption: Drawn on Device

Using IP Address: 172.59.228.252

Electronic Record and Signature Disclosure:

Accepted: 3/26/2025 9:38:51 AM

ID: 57ebcd9b-ad19-42ef-9b69-9d7c2bbf790e

Katie Miller

heritagebellefarms@gmail.com

Security Level: Email, Account Authentication (None)

Signed by:

76CD04F7B115491...

Sent: 3/26/2025 8:27:28 AM

Resent: 3/27/2025 11:02:21 AM

Viewed: 3/27/2025 11:46:42 AM

Signed: 3/27/2025 11:49:12 AM

Signature Adoption: Uploaded Signature Image

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Electronic Record and Signature Disclosure:

Accepted: 3/27/2025 11:46:42 AM

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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
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/26/2025 8:27:28 AM
Certified Delivered	Security Checked	3/27/2025 11:46:42 AM
Signing Complete	Security Checked	3/27/2025 11:49:12 AM
Completed	Security Checked	3/27/2025 7:36:57 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, District Manager (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 District Manager:

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: epconconservationdistrict@gmail.com

To advise District Manager 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 epconconservationdistrict@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 District Manager

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 epcconservationdistrict@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 District Manager

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 epcconservationdistrict@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 District Manager 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 District Manager during the course of your relationship with District Manager.