

# Application for Exemption From Audit Short Form

## Instructions

**If either revenues or expenditures exceed \$200,000, use the Long Form**

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

**Exemptions from audit are **NOT** automatic**

To qualify for exemption from audit, a local government must complete an Application for Exemption from Audit **each year** and submit it to the Office of the State Auditor (OSA). Approval for an exemption from audit is granted only upon the review by the OSA.

Any preparer of an Application for Exemption from Audit — Short Form must be a person skilled in governmental accounting.

**Read ALL instructions before completing and submitting this form**

All applications must be filed with the OSA **within 3 months** after the accounting year-end.

For example, applications must be received by the OSA on or before March 31 for governments with a December 31 year-end. Applications for exemption from audit are not eligible for an extension of time.

Governmental activity should be reported on the modified accrual basis. Proprietary activity should be reported on a cash or budgetary basis.

### Important!

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

Governmental Activity should be reported on the **Modified Accrual Basis**.

Proprietary Activity should be reported on a **Budgetary Basis**.

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

**Postmark dates will not be accepted as proof of submission on or before the statutory deadline**

Prior year forms are obsolete and will not be accepted.

Applications must be fully and accurately completed. Applications submitted on forms other than those prescribed by the OSA will not be accepted.

For your reference, the Colorado Revised Statutes are available through the [LexisNexis Colorado portal](#).

## Checklist

- Has the preparer signed the application prior to board approval?
  - Has the entity corrected all prior year deficiencies as communicated by the OSA?
  - Has the application been **personally** reviewed and approved by the governing body?
  - Are all sections on the form complete, including responses to all of the questions?
  - Did you include any relevant explanations for unusual items in the appropriate spaces at the end of each section?
- Will this application be submitted electronically?    Yes    No
- If yes, have you read and understood the Electronic Signature Policy? See policy in Part 10.

-- or --

- If yes, have you included a resolution?
  - Does the resolution state that the governing body **personally** reviewed and approved the resolution in an open public meeting?
  - Has the resolution been signed by a **majority** of the governing body? See sample resolution at the end of this form.

Will this application be submitted via a mail service (e.g., U.S. Post Office, FedEx, UPS, courier)?  Yes  No

- If yes, does the application include **original ink signatures** from the **majority** of the governing body?

**Filing Methods**

**Web Portal (recommended)**

[apps.leg.co.gov/osa/lg](https://apps.leg.co.gov/osa/lg)

For faster processing, the web portal should be used for submissions.

**Mail**

**Office of the State Auditor**

Local Government Audit Division  
1375 Sherman St., 5th Floor  
Denver, CO 80261-3000

**Questions? Email:** [osa.lg@coleg.gov](mailto:osa.lg@coleg.gov) **Phone:** 303-869-3000

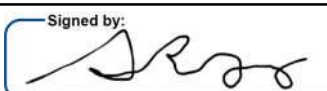
**Contact Information**

For the year ended 2025 or the fiscal year ended \_\_\_\_\_.

Name of government	Highland Estes Metropolitan District
Street address	PO Box 338
City, State, Zip	Milliken, CO 80543
Contact person	Randy Helzer
Phone	720-441-8864
Email	hemdistrict@gmail.com

**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. The preparer must sign prior to board approval.

Name	Diane Rodriguez	
Title	Accounting Manager	
Firm name (if applicable)	CRS of Colorado	
Address	7995 E Prentice Ave, Suite 100	
Phone	303-381-4960	
Preparer signature	Date prepared	
	3/4/2026	

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 1: Revenues**

**Part 1A: Revenues Table**

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	Total (round to nearest dollar)
1-1	Taxes: Property (report mills levied in line 9-12)	\$ 66,606
1-2	Specific ownership	\$ 2,740
1-3	Sales and use	
	Other (specify in line 1-4):	
1-4		
1-5	Licenses and permits	
1-6	Intergovernmental: Grants	
1-7	Conservation Trust Funds (Lottery)	
1-8	Highway Users Tax Funds (HUTF)	
	Other (specify in line 1-9):	
1-9		
1-10	Charges for services	
1-11	Fines and forfeits	
1-12	Special assessments	
1-13	Investment income	\$ 158
1-14	Charges for utility services	
1-15	Debt proceeds (should agree to Part 3, Debt Schedule Table, column 'issued during year')	
1-16	Lease proceeds (should agree to Part 3, Debt Schedule Table, column 'issued during year')	
1-17	Developer Advances received (should agree to Part 3, Debt Schedule Table, column 'issued during year')	
1-18	Proceeds from sale of capital assets	
1-19	Fire and police pension	
1-20	Donations	
	Other (specify in lines 1-21 through 1-24)	
1-21		
1-22		
1-23		
1-24		
1-25	<b>TOTAL REVENUES</b> (add lines 1-1 through 1-24)	\$ 69,504

**IF TOTAL REVENUES OR TOTAL EXPENDITURES ARE GREATER THAN \$200,000 — STOP.**

You may not use this form. Please use the Application for Exemption from Audit - Long Form.

**Part 1B: Comments or Additional Information**

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Please use the space below to provide any additional information (optional):

## Part 2: Expenditures/Expenses

### Part 2A: Expenditures/Expenses Table

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	Total (round to nearest dollar)
2-1	Administrative	\$ 716
2-2	Salaries	\$ 0
2-3	Payroll taxes	\$ 0
2-4	Contract services	\$ 0
2-5	Employee benefits	\$ 0
2-6	Insurance	\$ 990
2-7	Accounting and legal fees	\$ 7,145
2-8	Repair and maintenance	\$ 0
2-9	Supplies	\$ 156
2-10	Utilities and telephone	\$ 0
2-11	Fire/Police	\$ 0
2-12	Streets and highways	\$ 0
2-13	Public health	\$ 0
2-14	Capital outlay	\$ 0
2-15	Utility operations	\$ 0
2-16	Culture and recreation	\$ 0
2-17	Debt service principal (should agree to Part 3, Debt Schedule Table 'Retired during year')	\$ 0
2-18	Debt service interest	\$ 50,000
2-19	Repayment of Developer Advances Principal (should agree to Part 3, Debt Schedule Table, column 'Retired during year')	\$ 0
2-20	Repayment of Developer Advances Interest	\$ 0
2-21	Contribution to pension plan	\$ 0
2-22	Contribution to Fire & Police Pension Association	\$ 0
2-23	Other (specify in lines 2-24 through 2-27)	
2-24	Agent fees	\$ 900
2-25		
2-26		
2-27		
2-28	<b>TOTAL EXPENDITURES/EXPENSES</b> (Add lines 2-1 through 2-27)	\$ 59,907

**IF TOTAL REVENUES OR TOTAL EXPENDITURES ARE GREATER THAN \$200,000 — STOP.**

You may not use this form. Please use the Application for Exemption from Audit - Long Form.

**Part 2B: Comments or Additional Information**

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Please use the space below to provide any additional information (optional):

### Part 3: Debt Outstanding, Issued, and Retired

<b>3-1</b>	Does the entity have outstanding debt?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>3-2</b>	If no, skip to line 3-13. If yes, please attach a copy of the entity's debt repayment schedule.		
<b>3-3</b>	Is the debt repayment schedule attached?	<input type="radio"/> N/A	<input checked="" type="radio"/> Yes <input type="radio"/> No
	If no, MUST explain below.		
<b>3-4</b>	Is the entity current in its debt service payments?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
	If no, MUST explain below. The original payment schedule assumed 100% build out within 24 months of Bond Issue (2018). The district has slowly built out to approximately 65% as of 12/31/25		
<b>3-5</b>	If no, also indicate if the government is in default with its bond agreements.	<input type="radio"/> Yes	<input checked="" type="radio"/> No

#### Debt Schedule Table

Please complete the following debt schedule, if applicable.

Please only include principal amounts. Enter all amounts as positive numbers.

Line	Debt Type	Outstanding at End of Prior Year*	Issued During Year	Retired During Year	Outstanding at Year-End
<b>3-6</b>	General Obligation Bonds	\$ 1,171,828	\$ 0	\$ 0	\$ 1,171,828
<b>3-7</b>	Revenue Bonds				\$ 0
<b>3-8</b>	Notes/Loans				\$ 0
<b>3-9</b>	Lease & SBITA** Liabilities (GASB 87 & 96)				\$ 0
<b>3-10</b>	Developer Advances	\$ 275,000			\$ 275,000
	Other (specify in line 3-11)				
<b>3-11</b>					\$ 0
<b>3-12</b>	<b>TOTAL</b> (Add lines 3-6 through 3-11)	\$ 1,446,828	\$ 0	\$ 0	\$ 1,446,828

\*Must agree to prior year-end balance

\*\*Subscription-Based Information Technology Arrangements

Comments (optional)

<b>3-13</b>	Does the entity have any authorized but unissued debt as of its fiscal year-end?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>3-14</b>	If yes, how much?	\$ 495,913	
<b>3-15</b>	Date the debt was authorized	9/11/2018	
<b>3-16</b>	Is the authorized but unissued debt further limited by the entity's most recent Service Plan?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<b>3-17</b>	If yes, how much?		
<b>3-18</b>	Date of the most recent Service Plan	2007	
<b>3-19</b>	Does the entity intend to issue debt within the next calendar year?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<b>3-20</b>	If yes, how much?		
<b>3-21</b>	Does the entity have debt that has been refinanced that it is still responsible for?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<b>3-22</b>	If yes, what is the amount outstanding?		
<b>3-23</b>	Does the entity have any lease agreements?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<b>3-24</b>	If yes, what is being leased?		
<b>3-25</b>	What is the original date of the lease?		
<b>3-26</b>	Number of years of lease?		
<b>3-27</b>	Is the lease subject to annual appropriation?	<input type="radio"/> Yes	<input type="radio"/> No
<b>3-28</b>	What are the annual lease payments?		

Please use the space below to provide any additional information (optional):

### Part 4: Cash and Investments

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

Line	Description	Amount
4-1	Year-end Total of all Checking and Savings Accounts	\$ 18,395
4-2	Certificates of deposit	
4-3	<b>TOTAL CASH DEPOSITS</b> (Add lines 4-1 and 4-2)	\$ 18,395
<b>Investments</b> (specify in lines 4-4 through 4-8. If investment is a mutual fund, please list underlying investment.)		
4-4		
4-5		
4-6		
4-7		
4-8		
4-9	<b>Total Investments</b> (Add lines 4-4 through 4-8)	\$ 0
4-10	<b>TOTAL CASH AND INVESTMENTS</b> (Add lines 4-3 and 4-9)	\$ 18,395

4-11	Are the entity's investments legal in accordance with Section 24-75-601, et. seq., C.R.S.?	<input checked="" type="radio"/> N/A	<input type="radio"/> Yes	<input type="radio"/> No
4-12	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="radio"/> Yes	<input type="radio"/> No	
4-13	If no, MUST explain below. Held in a bank account with Glacier Bank			

Please use the space below to provide any additional information (optional).

**Part 5: Capital and Right-to-Use Assets**

<b>5-1</b>	Does the entity have capitalized assets? (If "no" is selected, skip the rest of Part 5.)	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<b>5-2</b>	Has the entity performed an annual inventory of capital assets in accordance with Section 29-1-506, C.R.S.?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<b>5-3</b>	If no, MUST explain below. Not Applicable		

**Capital and Right-to-Use Assets Table**

Line	Asset Type	Beginning of the Year Balance*	Additions**	Deletions	Year-End Balance
<b>5-4</b>	Land				\$ 0
<b>5-5</b>	Buildings				\$ 0
<b>5-6</b>	Machinery and Equipment				\$ 0
<b>5-7</b>	Furniture and Fixtures				\$ 0
<b>5-8</b>	Infrastructure				\$ 0
<b>5-9</b>	Construction In Progress (CIP)				\$ 0
<b>5-10</b>	Leased & SBITA Right-to-Use Assets				\$ 0
	Other (explain in line 5-11)				
<b>5-11</b>					\$ 0
<b>5-12</b>	Accumulated Depreciation/ Amortization (Enter a negative or credit balance)				\$ 0
<b>5-13</b>	<b>TOTAL</b> (Add lines 5-4 through 5-12)	\$ 0	\$ 0	\$ 0	\$ 0

\*Must agree to prior year-end balance

\*\*Generally capital asset additions should be reported as capital outlay on line 2-14 and capitalized in accordance with the government's capitalization policy. Please explain any discrepancy in the comments section below.

Please use the space below to provide any additional information (optional).

**Part 6: Pension Information**

<b>6-1</b>	Does the entity have an "old hire" firefighters' pension plan?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<b>6-2</b>	Does the entity have a volunteer firefighters' pension plan?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<b>6-3</b>	If yes, who administers the plan?		
	Indicate the contributions from the following in lines 6-4 through 6-6.		
<b>6-4</b>	Tax (property, specific ownership, sales, etc.)		\$ 0
<b>6-5</b>	State contribution amount		\$ 0
<b>6-6</b>	Other (gifts, donations, etc.)		\$ 0
<b>6-7</b>	<b>TOTAL</b> (Add lines 6-4 through 6-6)		\$ 0
<b>6-8</b>	What is the monthly benefit paid for 20 years of service per retiree as of Jan 1?		\$ 0

Please use the space below to provide any additional information (optional).

**Part 7: Budget Information**

7-1	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.?	<input type="radio"/> N/A	<input checked="" type="radio"/> Yes	<input type="radio"/> No
7-2	If no, MUST explain below.			
7-3	Did the entity pass an appropriations resolution, in accordance with Section 29-1-108 C.R.S.?	<input type="radio"/> N/A	<input checked="" type="radio"/> Yes	<input type="radio"/> No
7-4	If no, MUST explain below.			
If yes, indicate the amount appropriated for each fund separately for the year reported in the table below.				

**Appropriation Amount by Fund Table**

Enter the fund name, then indicate the final amount appropriated for each fund for the year reported. Ensure each individual fund's final appropriated amount agrees to the adopted budget. Do not combine funds.

Line	Governmental/Proprietary Fund Name	Total
7-5	General Fund	\$ 16,517
7-6	Debt Service Fund	\$ 51,858
7-7		
7-8		
7-9		

Please use the space below to provide any additional information (optional).

**Part 8: Taxpayer's Bill of Rights (TABOR)**

8-1	Is the entity in compliance with all the provisions of TABOR (State Constitution, Article X, Section 20(5))?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
8-2	If no, MUST explain below.		

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.

Please use the space below to provide any additional information (optional).

### Part 9: General Information

9-1	Is this application for a newly formed governmental entity?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
9-2	If yes, what was the date of formation		
9-3	Has the entity changed its name in the past or current year?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
9-4	If yes, please list the NEW name below.		
9-5	If yes, please list the PRIOR name below.		
9-6	Is the entity a metropolitan district?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
9-7	Please indicate what services the entity provides below. Streets, Water, and Storm drainage		
9-8	Does the entity have an agreement with another government to provide services?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
9-9	If yes, list the name of the other governmental entity and the services provided below.		
9-10	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.)	<input type="radio"/> Yes	<input checked="" type="radio"/> No
9-11	If yes, what was the date filed		
9-12	Does the entity have a certified mill levy?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
	If yes, please provide the following mills levied for the year reported in lines 9-13 through 9-14. (Do not report \$ amounts.)		
9-13	Bond redemption mills		55.037
9-14	General/other mills		10.007
9-15	<b>TOTAL MILLS</b> (Add lines 9-13 through 9-14)		65.044
9-16	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.)?	<input type="radio"/> N/A	<input checked="" type="radio"/> Yes <input type="radio"/> No
9-17	If no, please explain below.		

Please use the space below to provide any additional information (optional).

Please note that the mill levies indicated above are for the year 2025, the districts General mill levy had a slight reduction for year 2026.

**Part 10: Governing Body Approval**

<b>10-1</b>	If you plan to submit this form electronically, have you read the Electronic Signature Policy?	<input type="radio"/> Yes	<input type="radio"/> No
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**Office of the State Auditor — Local Government Division  
Exemption Form Electronic Signature Policy and Procedure**

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 must note their approval and submit the application using one of the following two methods:

- 1) Submit the application in hard copy via U.S. 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.

### Governing Body Signatures

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 1		
Board member's name	Aaron Cali	
My term expires on	05/2027	
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.	Signature <small>Signed by:</small> <i>Aaron Cali</i>	Date  3/4/2026
Board Member 2		
Board member's name	Stephanie Sealy	
My term expires on	05/2029	
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.	Signature <small>Signed by:</small> <i>Stephanie Sealy</i>	Date  3/5/2026
Board Member 3		
Board member's name	Heather Popenhagen	
My term expires on	05/2029	
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.	Signature <small>Signed by:</small> <i>Heather Popenhagen</i>	Date  3/4/2026
Board Member 4		
Board member's name	Randy Helzer	
My term expires on	05/2027	
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.	Signature <small>Signed by:</small> <i>Randy Helzer</i>	Date  3/4/2026
Board Member 5		
Board member's name		
My term expires on		
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.	Signature	Date
Board Member 6		
Board member's name		
My term expires on		
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.	Signature	Date
Board Member 7		
Board member's name		
My term expires on		
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.	Signature	Date

**HIGHLAND ESTATES METROPOLITAN DISTRICT  
SCHEDULE OF DEBT SERVICE REQUIREMENTS TO MATURITY**

**December 31, 2025**

**1,171,828**

**General Obligation Bonds**

**Series 2018**

**Dated September 11, 2018**

**Interest Rate 4%, then on**

**December 1, 2028 changes to 6.5%**

**Interest payable June 1 and December 1; Principal due December 1**

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	-	10,416.25	10,416.25
2019	-	46,873.12	46,873.12
2020	-	46,873.12	46,873.12
2021	-	46,873.12	46,873.12
2022	-	46,873.12	46,873.12
2023	-	46,873.12	46,873.12
2024	-	46,873.12	46,873.12
2025	-	46,873.12	46,873.12
2026	-	46,873.12	46,873.12
2027	-	46,873.12	46,873.12
2028	-	49,314.43	49,314.43
2029	-	79,098.39	79,098.39
2030	-	79,098.39	79,098.39
2031	-	79,098.39	79,098.39
2032	-	79,098.39	79,098.39
2033	-	79,098.39	79,098.39
2034	-	79,098.39	79,098.39
2035	-	79,098.39	79,098.39
2036	-	79,098.39	79,098.39
2037	-	79,098.39	79,098.39
2038	-	79,098.39	79,098.39
2039	-	79,098.39	79,098.39
2040	-	79,098.39	79,098.39
2041	-	79,098.39	79,098.39
2042	-	79,098.39	79,098.39
2043	-	79,098.39	79,098.39
2044	-	79,098.39	79,098.39
2045	-	79,098.39	79,098.39
2046	-	79,098.39	79,098.39
2047	-	79,098.39	79,098.39
2048	1,171,828	79,098.39	1,250,926.39
	<u>\$ 1,171,828</u>	<u>\$ 2,063,557</u>	<u>\$ 3,235,385</u>

## Certificate Of Completion

Envelope Id: C8210C1C-3888-48A3-92AE-4691222CD90E

Status: Completed

Subject: Complete with Docusign: 2025 Audit Exemption HEMD FINAL.pdf

Source Envelope:

Document Pages: 17

Signatures: 5

Envelope Originator:

Certificate Pages: 5

Initials: 0

Diane Rodriguez

AutoNav: Enabled

drodriguez@crsofcolorado.com

Envelopeld Stamping: Enabled

IP Address: 50.190.119.73

Time Zone: (UTC-07:00) Mountain Time (US & Canada)

## Record Tracking

Status: Original

Holder: Diane Rodriguez

Location: DocuSign

3/4/2026 9:58:29 AM

drodriguez@crsofcolorado.com

## Signer Events

### Signature

### Timestamp

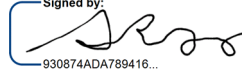
Diane Rodriguez

drodriguez@crsofcolorado.com

Accounting Manager

Security Level: Email, Account Authentication  
(None)

Signed by:



930874ADA789416...

Sent: 3/4/2026 10:02:11 AM

Viewed: 3/4/2026 10:02:43 AM

Signed: 3/4/2026 10:02:53 AM

Signature Adoption: Drawn on Device

Using IP Address: 50.190.119.73

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Aaron Cali

aaron@tribecali.com

Software Architect

Security Level: Email, Account Authentication  
(None)

DocuSigned by:



563071AE44B94A5...

Sent: 3/4/2026 10:02:54 AM

Viewed: 3/4/2026 1:07:21 PM

Signed: 3/4/2026 1:07:47 PM

Signature Adoption: Pre-selected Style

Using IP Address: 65.58.179.234

### Electronic Record and Signature Disclosure:

Accepted: 3/4/2026 1:07:21 PM

ID: f09851d1-8bc0-42d1-9076-434a243d70ee

Heather Popenhagen

hpopenhagen@gmail.com

Security Level: Email, Account Authentication  
(None)

DocuSigned by:



A03E74C1672743A...

Sent: 3/4/2026 10:02:54 AM

Viewed: 3/4/2026 6:40:31 PM

Signed: 3/4/2026 6:41:58 PM

Signature Adoption: Pre-selected Style

Using IP Address:

2601:282:8a82:c4b0:c584:8da7:a6d4:5155

Signed using mobile

### Electronic Record and Signature Disclosure:

Accepted: 3/4/2026 6:40:31 PM

ID: 2f232351-ddd7-4e6b-abf2-175c6eac325b

Randy Helzer

hemdistrict@gmail.com

Security Level: Email, Account Authentication  
(None)

Signed by:



E224ED8D46CE476...

Sent: 3/4/2026 10:02:55 AM

Viewed: 3/4/2026 12:09:28 PM

Signed: 3/4/2026 12:54:18 PM


Signature Adoption: Pre-selected Style

Using IP Address: 98.245.206.75

### Electronic Record and Signature Disclosure:

Accepted: 3/4/2026 12:09:28 PM

ID: 1a8dbb98-b763-416e-83f4-04e8710c9f6c

Signer Events	Signature	Timestamp
Stephanie Sealy shelzer9738@gmail.com Security Level: Email, Account Authentication (None)	 <p>Signed by: Stephanie Sealy 7E238282A7CF473...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.169.135.42</p>	<p>Sent: 3/4/2026 10:02:54 AM Viewed: 3/4/2026 1:48:04 PM Signed: 3/5/2026 9:23:58 AM</p>

**Electronic Record and Signature Disclosure:**  
Accepted: 3/4/2026 1:48:04 PM  
ID: eb9e8b2e-505a-43ea-ac9a-3c043d8c1149

In Person Signer Events	Signature	Timestamp
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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	3/4/2026 10:02:11 AM
Certified Delivered	Security Checked	3/4/2026 1:48:04 PM
Signing Complete	Security Checked	3/5/2026 9:23:58 AM
Completed	Security Checked	3/5/2026 9:23:58 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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