## **APPLICATION FOR EXEMPTION FROM AUDIT**

## SHORT FORM

NAME OF GOVERNMENT

ADDRESS

Summerfield Metropolitan District No. 1 2500 Arapahoe Avenue, Suite 220

For the Year Ended 12/31/22 or fiscal year ended:

**CONTACT PERSON** 

PHONE EMAIL Steve Rane
303-442-4299
steve@cdgcolorado.com

## PART 1 - CERTIFICATION OF PREPARER

I certify that I am skilled in governmental accounting and that the information in the application is complete and accurate, to the best of my knowledge.

NAME:

TITLE

FIRM NAME (if applicable)

ADDRESS PHONE

DATE PREPARED

Shelby Clymer

Boulder, CO 80302

Accountant for the District CliftonLarsonAllen LLP

8390 E Crescent Parkway, Suite 300, Greenwood Village, CO 80111

303-779-5710 3/13/2023

## PREPARER (SIGNATURE REQUIRED)

#### SEE ATTACHED ACCOUNTANT'S COMPILATION REPORT

Please indicate whether the following financial information is recorded	GOVERNMENTAL (MODIFIED ACCRUAL BASIS)	PROPRIETARY (CASH OR BUDGETARY BASIS)
using Governmental or Proprietary fund types	V	

## **PART 2 - REVENUE**

REVENUE: 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#		Des	cription		Round	to nearest Dollar	Please use this
2-1	Taxes: Prop	perty (	report mills levied in Que	estion 10-6)	\$	142	space to provide
2-2	Spe	cific owners	hip		\$	8	any necessary
2-3	Sale	s and use			\$	-	explanations
2-4	Othe	er (specify):			\$	-	
2-5	Licenses and permits				\$	-	
2-6	Intergovernmental:	(	Grants		\$	-	
2-7		(	Conservation Trust	Funds (Lottery)	\$	-	
2-8		I	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				\$	6	
2-14	Charges for utility service	es			\$	-	_
2-15	Debt proceeds		(should ag	ree with line 4-4, column 2)	\$	-	
2-16	Lease proceeds				\$	-	
2-17	Developer Advances rece			(should agree with line 4-4)	\$	-	
2-18	Proceeds from sale of ca	pital assets			\$	-	
2-19	Fire and police pension				\$	-	
2-20	Donations				\$	-	
2-21	Other (specify):				\$	-	
2-22	Transfer from Summerfie				\$	28,219	
2-23	Transfer from Summerfie	eld Metropoli	tan District No. 3		\$	6,079	
2-24		(add line	s 2-1 through 2-23)	TOTAL REVENUE	\$	34,454	

## **PART 3 - EXPENDITURES/EXPENSES**

EXPENDITURES: 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.

	interest payments on long-term debt. Financial information will not inclu	de tuna equity intorn	natio		
Line#	Description			Round to nearest Dollar	Please use this
3-1	Administrative		\$	.,	space to provide
3-2	Salaries		\$	-	any necessary
3-3	Payroll taxes		\$	-	explanations
3-4	Contract services		\$	-	
3-5	Employee benefits		\$	-	
3-6	Insurance		\$	3,007	
3-7	Accounting and legal fees		\$	19,707	
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		\$	11,933	
3-15	Utility operations		\$	-	
3-16	Culture and recreation		\$	-	
3-17	Debt service principal (sho	uld agree with Part 4)	\$	-	
3-18	Debt service interest		\$	-	
3-19	Repayment of Developer Advance Principal (show	ld agree with line 4-4)	\$	-	
3-20	Repayment of Developer Advance Interest		\$	-	
3-21	Contribution to pension plan (sh	ould agree to line 7-2)	\$	-	
3-22	Contribution to Fire & Police Pension Assoc. (sh	ould agree to line 7-2)	\$	-	
3-23	Other (specify):				
3-24	County Treasurer's Fees		\$	2	
3-25			\$	-	
3-26	(add lines 3-1 through 3-24) TOTAL EXPENDITU	RES/EXPENSES	\$	35,658	

If TOTAL REVENUE (Line 2-24) or TOTAL EXPENDITURES (Line 3-26) are GREATER than \$100,000 - <u>STOP</u>. You may not use this form. Please use the "Application for Exemption from Audit -<u>LONG FORM</u>".

						_			
	PART 4 - DEBT OUTSTANDING	3, K	SSUED	), A	ND RE	:TIR	ED		
	Please answer the following questions by marking the	approp	oriate boxes.			١	/es		No
4-1	Does the entity have outstanding debt?					J			
	If Yes, please attach a copy of the entity's Debt Repayment S		ule.			_			_
4-2	Is the debt repayment schedule attached? If no. MUST explai				• Indicate and an international	, 🗆			7
	Current debt consists of Developer advances, and the Distric	t will	pay it as fu	ınds	become				
	available.					_			_
4-3	Is the entity current in its debt service payments? If no, MUS	T exp	lain:			, 🗆			7
	Developer Advances will be paid as funds become available.								
4-4	Please complete the following debt schedule, if applicable:	,				D. C.			
	(please only include principal amounts)(enter all amount as positive		standing at of prior year*	ISSU	ued during		d during		tanding at ear-end
	numbers)	ena	of prior year		year	у	ear	, y	ear-enu
	General obligation bonds	\$	_	\$	_	\$	_	\$	-
	Revenue bonds	\$	-	\$	-	\$	-	\$	-
	Notes/Loans	\$	=	\$	-	\$	-	\$	-
	Lease Liabilities	\$	=	\$	-	\$	-	\$	-
	Developer Advances	\$	75,000	\$	-	\$	-	\$	75,000
	Other (specify):	\$		\$	-	\$	-	\$	-
	TOTAL	\$	75,000	\$	-	\$	-	\$	75,000
		*mus	t tie to prior ye	ar en	ding balance				
	Please answer the following questions by marking the appropriate boxes						⁄es		No
4-5	Does the entity have any authorized, but unissued, debt?					. [	J		
If yes:	How much?	\$		, -	00,000.00				
	Date the debt was authorized:		11/5/2	2013					
4-6	Does the entity intend to issue debt within the next calendar		•			. [			<b>√</b>
If yes:	How much?	\$			-				
4-7	Does the entity have debt that has been refinanced that it is s	till re	sponsible	for?		. [			<b>√</b>
If yes:	What is the amount outstanding?	\$			-				
4-8	Does the entity have any lease agreements?								~
If yes:	What is being leased?								
	What is the original date of the lease?								
	Number of years of lease?					J	<b>_</b>		
	Is the lease subject to annual appropriation? What are the annual lease payments?	Φ.				1	_		ш
	Please use this space to provide any	evnla	nations or	com	ments:				

	PART 5 - CASH AND INVESTMI	ENTS				
	Please provide the entity's cash deposit and investment balances.		An	nount		Total
5-1	YEAR-END Total of ALL Checking and Savings Accounts		\$	17		
5-2	Certificates of deposit		\$	-		
	Total Cash Deposits				\$	17
	Investments (if investment is a mutual fund, please list underlying investments):					
	CSAFE		\$	356		
5-3			\$	-		
5-3			\$	-		
			\$	-		
	Total Investments				\$	356
	Total Cash and Investments				\$	373
	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.	<b>4</b>		1	Г	
	seq., C.R.S.?		_	•	_	
5-5	Are the entity's deposits in an eligible (Public Deposit Protection Act) public	v		1	г	_
	depository (Section 11-10.5-101, et seq. C.R.S.)?	<u>~</u>	L	J		_
If no, M	UST use this space to provide any explanations:					

	PART 6 - CAPITAL AND RIC	GH	IT-TO-U	SE	ASSE	TS		
	Please answer the following questions by marking in the appropriate box	es.					Yes	No
6-1	Does the entity have capital assets?					I	7	
6-2	Has the entity performed an annual inventory of capital asset 29-1-506, C.R.S.,? If no, MUST explain:	s in	accordance	with	Section	[	7	
6-3	Complete the following capital & right-to-use assets table:	beg	Balance - jinning of the year*	be i	tions (Must ncluded in Part 3)	De	letions	ear-End alance
	Land	\$	-	\$	-	\$	-	\$ -
	Buildings	\$	-	\$	-	\$	-	\$ -
	Machinery and equipment	\$	-	\$	-	\$	-	\$ -
	Furniture and fixtures	\$	-	\$	-	\$	-	\$ -
	Infrastructure	\$	-	\$	-	\$	-	\$ -
	Construction In Progress (CIP)	\$	76,363	\$	11,933	\$	-	\$ 88,296
	Leased Right-to-Use Assets	\$	-	\$	-	\$	-	\$ -
	Other (explain):	\$	-	\$	-	\$	-	\$ -
	Accumulated Depreciation/Amortization	\$	_	\$	_	\$	_	
	(Please enter a negative, or credit, balance)	Ľ	70.000	' '	44.000			\$ -
	TOTAL Please use this space to provide any	\$ 0 V P	76,363	\$	11,933	\$	-	\$ 88,296
	Flease use this space to provide any	exp	ianations or	COIII	mems.			
	DARTE RENOION	INI		TIC				
	PART 7 - PENSION		FORMA	H	אע			
	Please answer the following questions by marking in the appropriate box	es.					Yes	No
7-1	Does the entity have an "old hire" firefighters' pension plan?							<b>7</b>
7-2	Does the entity have a volunteer firefighters' pension plan?					. L		<b>7</b>
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 re	etire	e as of Jan	\$				
	1?			Ф	-			
	Please use this space to provide any	exp	lanations or	com	ments:			
	PART 8 - BUDGET I	NF	FORMA <sup>®</sup>	TIC	N			
	Please answer the following questions by marking in the appropriate box				Yes		No	N/A
8-1	Did the entity file a budget with the Department of Local Affai	rs fo	or the		<b></b> ✓	г	]	
	current year in accordance with Section 29-1-113 C.R.S.?					L	_	ш
8-2	Did the entity pass an appropriations resolution, in accordance	CE W	ith Section		_			
	29-1-108 C.R.S.? If no, MUST explain:	00 11	0001.011		V			
	20 1 100 O.N.O.: II 110, IIIOO I OXPIAIII.			1				
If yes:	Please indicate the amount budgeted for each fund for the ye	ar re	eported:	1				
-				4:	Dec Francis			
	Governmental/Proprietary Fund Name	_	otal Appropria	แอทร		ı		
	General Fund (Amended)	\$			51,861			
		-						
		-						
						l		

	PART 9 - TAXPAYER'S BILL OF RIGHTS (TAB	OR)	
	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 government from the spending limitations of TABOR does not exempt the government from the 3 percent emergency reserve requirement. All governments should determine if they meet this requirement of TABOR.	[2]	

If no, MUST explain:

	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:	1	
10-2	Has the entity changed its name in the past or current year?	) 	v
If yes:	Please list the NEW name & PRIOR name:		
11 y C 3.	rease not the NEW hame & FRON hame.	1	
10-3	Is the entity a metropolitan district?	, 	
	Please indicate what services the entity provides:	1	
	See below.		
10-4	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:	1	
	See below.		
10-5	Has the district filed a <i>Title 32, Article 1 Special District Notice of Inactive Status</i> during	, 🗆	✓
If yes:	Date Filed:		
		_	_
10-6	Does the entity have a certified Mill Levy?	V	
If yes:	Please provide the following mills levied for the year reported (do not report \$ amounts):		
	i lease provide the following <u>ininis</u> levied for the year reported (do not report \$\pi\$ amounts).		
	Bond Redemption mills		-
	General/Other mills		55.663
	Total mills		55.663
	Please use this space to provide any explanations or comments:		

10-3: Water, streets, parks and recreation, sanitary and storm sewer, transportation, mosquito control, safety protection, fire protection, television relay and translation, and security.

10-4: Summerfield Metropolitan District Nos. 2 and 3. The Districts will collectively finance the public improvements of the Summerfield

development. District covenants with the Town of Erie.

	PART 11 - GOVERNING BODY APPROVAL		
	Please answer the following question by marking in the appropriate box	YES	NO
12-1	If you plan to submit this form electronically, have you read the new Electronic Signature Policy?	V	

# Office of the State Auditor — Local Government Division - Exemption Form Electronic Signatures 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 three 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 the names of ALL members of current governing body below.	A <u>MAJORITY</u> of the members of the governing body must complete and sign in the column below.
Board	Print Board Member's Name	I Jon R. Lee, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.
Member 1	Jon R. Lee	Signed Date:3/29/2023  My term Expires: May 2023
Board	Print Board Member's Name	I Jessica Brothers, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.
Member 2	Jessica Brothers	Signed Date: 3/29/2023  My term Expires: May 2025
Board	Print Board Member's Name	I Steve Rane, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.
Member 3	Steve Rane	Signed Date:3/29/2023  My term Expires: May 2025
	Print Board Member's Name	I, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for
Board Member 4		exemption from audit. Signed Date: My term Expires:
Board	Print Board Member's Name	I, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.
Member 5		Signed Date: My term Expires:
Board Member 6	Print Board Member's Name	I
Board Member 7	Print Board Member's Name	I, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.  Signed  Date: My term Expires:



CliftonLarsonAllen LLP

8390 East Crescent Pkwy., Suite 300 Greenwood Village, CO 80111 phone 303-779-5710 fax 303-779-0348 CLAconnect.com

#### **Accountant's Compilation Report**

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

Management is responsible for the accompanying Application for Exemption from Audit of Summerfield Metropolitan District No. 1 as of and for the year ended December 31, 2022, 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.

Greenwood Village, Colorado

Clifton Larson allen LA

March 13, 2023

#### **Certificate Of Completion**

Envelope Id: 92475A88C161424BA02C54AE31651402

Subject: Complete with DocuSign: Summerfield Metropolitan District No. 1 -2022 Audit Exemption.pdf

Client Name: Summerfield Metropolitan District No. 1

Client Number: A361381 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:** 

Shelby Johnson 220 S 6th St Ste 300

Minneapolis, MN 55402-1418 shelby.johnson@claconnect.com

IP Address: 50.169.146.162

Sent: 3/29/2023 1:07:30 PM

Viewed: 3/29/2023 1:48:51 PM

Signed: 3/29/2023 1:49:00 PM

Sent: 3/29/2023 1:49:02 PM

Viewed: 3/29/2023 1:52:03 PM

Signed: 3/29/2023 1:53:33 PM

**Record Tracking** 

Status: Original

3/29/2023 1:05:19 PM

Holder: Shelby Johnson

shelby.johnson@claconnect.com

Location: DocuSign

**Timestamp** 

Signer Events

Jon R. Lee

jonrlee@cdgcolorado.com Authorized representative

Security Level: Email, Account Authentication

(None)

Signature DocuSigned by: sel N

D56E84E07B04E7..

Signatures: 3

Initials: 0

Signature Adoption: Uploaded Signature Image

Using IP Address: 65.155.157.50

**Electronic Record and Signature Disclosure:** 

Accepted: 3/29/2023 1:48:51 PM ID: feee48d6-e05d-454b-b280-e5d081d636c1

Jessica Brothers

jessica@cdgcolorado.com

Security Level: Email, Account Authentication

(None)

-DocuSigned by: ania Broken

5E2846592AEA4E9..

Signature Adoption: Uploaded Signature Image

Using IP Address: 73.95.141.221

**Electronic Record and Signature Disclosure:** 

Accepted: 3/29/2023 1:52:03 PM

ID: 3214c5bd-5456-49c8-92a0-c65bd17b6940

Steve Rane

steve@cdgcolorado.com Secretary/Treasurer

Security Level: Email, Account Authentication

(None)

-DocuSigned by: Steve Rane

C20B7EDF6DA34ED..

Signature Adoption: Pre-selected Style Using IP Address: 65.155.157.50

Sent: 3/29/2023 1:53:35 PM Viewed: 3/29/2023 2:11:04 PM Signed: 3/29/2023 2:11:09 PM

**Electronic Record and Signature Disclosure:** 

Accepted: 3/29/2023 2:11:04 PM

ID: c775e69b-5381-4127-8aa4-c8474cfab803

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Summary Events Envelope Sent	Status Hashed/Encrypted	Timestamps 3/29/2023 1:07:31 PM
•		•
Envelope Sent	Hashed/Encrypted	3/29/2023 1:07:31 PM
Envelope Sent Certified Delivered	Hashed/Encrypted Security Checked	3/29/2023 1:07:31 PM 3/29/2023 2:11:04 PM
Envelope Sent Certified Delivered Signing Complete	Hashed/Encrypted Security Checked Security Checked	3/29/2023 1:07:31 PM 3/29/2023 2:11:04 PM 3/29/2023 2:11:09 PM

#### ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, CliftonLarsonAllen LLP (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

#### Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

#### Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

#### All notices and disclosures will be sent to you electronically

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 CliftonLarsonAllen LLP:

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: BusinessTechnology@CLAconnect.com

#### To advise CliftonLarsonAllen LLP 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 BusinessTechnology@CLAconnect.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 CliftonLarsonAllen LLP

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 BusinessTechnology@CLAconnect.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 CliftonLarsonAllen LLP

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 BusinessTechnology@CLAconnect.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: <a href="https://support.docusign.com/guides/signer-guide-signing-system-requirements">https://support.docusign.com/guides/signer-guide-signing-system-requirements</a>.

### 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 CliftonLarsonAllen LLP as described above, you consent to
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