APPLICATION FOR EXEMPTION FROM AUDIT

SHORT FORM

| NAME OF GOVERNMENT | Wyndham Hill Metropolitan District | No. 3 | For the Year Ended |
|---------------------------------|--|-----------------------------|----------------------------------|
| ADDRESS | 2500 Arapahoe Avenue, Suite 220 | | 12/31/20 |
| | Boulder, CO 80302 | | or fiscal year ended: |
| CONTACT PERSON | Steve Rane | | |
| PHONE | 303-442-4299 | | † |
| EMAIL | steve@cdgcolorado.com | | † |
| FAX | 303-442-1241 | | † |
| | PART 1 - CERTIFICATION | ON OF PREPARER | |
| | ernmental accounting and that the inform | | ete and accurate, to the best of |
| my knowledge. | • | | , |
| NAME: | Shelby Clymer | | |
| TITLE | Independent Accountant | | |
| FIRM NAME (if applicable) | CliftonLarsonAllen, LLP | | |
| ADDRESS | 8390 E. Crescent Parkway, Suite 300 | Greenwood Village, CO 80111 | |
| PHONE | 303-779-5710 | | |
| DATE PREPARED | February 24, 2021 | | |
| | | | |
| PREPARER (SIGNATUI | RE REQUIRED) | | |
| | | | |
| | See attached accountant's co | ompilation report | |
| | | . , | |
| | | GOVERNMENTAL | PROPRIETARY |
| | owing financial information is recorded | (MODIFIED ACCRUAL BASIS) | (CASH OR BUDGETARY BASIS) |
| using Governmental or Proprieta | ary tund types | | |

1

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# | | Description | | Round to nearest I | Dollar | Please use this |
|-------|------------------------------|--------------------------------|------------------------------|--------------------|--------|------------------|
| 2-1 | Taxes: Proper | ty (report mills levied in Que | stion 10-6) | \$ | 27,855 | space to provide |
| 2-2 | Specifi | c ownership | | \$ | 1,642 | any necessary |
| 2-3 | Sales a | and use | | \$ | - | explanations |
| 2-4 | Other (| specify): TIF | | \$ | 6,746 | |
| 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 | | | \$ | 153 | |
| 2-14 | Charges for utility services | | | \$ | - | |
| 2-15 | Debt proceeds | (should ag | ree with line 4-4, column 2) | \$ | - | |
| 2-16 | Lease proceeds | | | \$ | - | |
| 2-17 | Developer Advances receive | | (should agree with line 4-4) | \$ | - | |
| 2-18 | Proceeds from sale of capit | al assets | | \$ | - | |
| 2-19 | Fire and police pension | | | \$ | - | |
| 2-20 | Donations | | | \$ | - | |
| 2-21 | Other (specify): | | | \$ | - | |
| 2-22 | | | | \$ | - | |
| 2-23 | | | | \$ | - | |
| 2-24 | | (add lines 2-1 through 2-23) | TOTAL REVENUE | \$ | 36,396 | |

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.

| Line# | Description | | Round to nearest Dollar | Please use this |
|-------|--|------------------------------|-------------------------|------------------|
| 3-1 | Administrative | | \$ 1,308 | space to provide |
| 3-2 | Salaries | | \$ - | any necessary |
| 3-3 | Payroll taxes | | \$ - | explanations |
| 3-4 | Contract services | | \$ - | |
| 3-5 | Employee benefits | | \$ - | |
| 3-6 | Insurance | | \$ 1,904 | 1 |
| 3-7 | Accounting and legal fees | | \$ 6,140 | |
| 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 with Part 4) | \$ - | |
| 3-18 | Debt service interest | | \$ - | |
| 3-19 | Repayment of Developer Advance Principal | (should agree with line 4-4) | \$ - | |
| 3-20 | Repayment of Developer Advance Interest | | \$ - | |
| 3-21 | Contribution to pension plan | (should agree to line 7-2) | \$ - | |
| 3-22 | Contribution to Fire & Police Pension Assoc. | (should agree to line 7-2) | \$ - | |
| 3-23 | Other (specify): Transfer to District No. 1 | | \$ 48,395 | |
| 3-24 | County Treasurer's fees | | \$ 488 | |
| 3-25 | | | \$ - | |
| 3-26 | (add lines 3-1 through 3-24) TOTAL EXPEN | DITURES/EXPENSES | \$ 58,235 | |

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>".

| | DADT 4 DERT OUTSTANDING | LICCLIED | AND DE | TIPED | |
|---------|---|-----------------------|-------------------|----------------|----------------|
| | PART 4 - DEBT OUTSTANDING | | , AND RE | | |
| 4.4 | Please answer the following questions by marking the a Does the entity have outstanding debt? | appropriate boxes. | | Yes | No ✓ |
| 4-1 | If Yes, please attach a copy of the entity's Debt Repayment S | chodulo | | Ш | 4 |
| 4-2 | Is the debt repayment schedule attached? If no, MUST explain | | | | V |
| . – | N/A. The District does not have any debt. | | |] | _ |
| | | | | | |
| 4-3 | Is the entity current in its debt service payments? If no, MUS | Γexplain: | | ' П | [J] |
| . • | N/A. The District does not have any debt. | Охрічні | |] | _ |
| | in a rino zioanot acconicanato any accon | | | | |
| 4-4 | | | | | |
| | Please complete the following debt schedule, if applicable: | Outstanding at | Issued during | Retired during | Outstanding at |
| | (please only include principal amounts)(enter all amount as positive numbers) | end of prior year* | year | year | year-end |
| | | | | | |
| | General obligation bonds | \$ - | \$ - | \$ - | \$ - |
| | Revenue bonds | \$ - | \$ - | \$ - | \$ - |
| | Notes/Loans | \$ - | \$ - | \$ - | \$ - |
| | Leases | \$ - | \$ - | \$ - | \$ - |
| | Developer Advances | \$ - | \$ - | \$ - | \$ - |
| | Other (specify): | \$ - | \$ - | \$ - | \$ - |
| | TOTAL | \$ - | \$ - | \$ - | - \$ |
| | | *must tie to prior ye | ar ending balance | | |
| 4.5 | Please answer the following questions by marking the appropriate boxes | | | Yes | No |
| 4-5 | Does the entity have any authorized, but unissued, debt? How much? | · c | 74 600 000 00 | | Ш |
| If yes: | | \$ | 74,600,000.00 | | |
| 4.0 | Date the debt was authorized: | | 2004 | | [J] |
| 4-6 | Does the entity intend to issue debt within the next calendar | year? | | ⊔ 1 | <u> </u> |
| If yes: | How much? | \$ | - | | |
| 4-7 | Does the entity have debt that has been refinanced that it is s | | | | ~ |
| If yes: | S S S S S S S S S S S S S S S S S S S | \$ | - | | |
| 4-8 | Does the entity have any lease agreements? What is being leased? | | | 1 🗆 | ✓ |
| If yes: | What is the original date of the lease? | | | | |
| | Number of years of lease? | | | † | |
| | Is the lease subject to annual appropriation? | | | ' | ✓ |
| | What are the annual lease payments? | \$ | _ |] | _ |
| | Please use this space to provide any | * | comments: | | |
| | , | | | | |

| | 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 | | | | \$ | - |
| | Investments (if investment is a mutual fund, please list underlying investments): | | | | | |
| | CSAFE | | \$ | 495 | | |
| 5-3 | | | \$ | - | | |
| 5-3 | | | \$ | - | | |
| | | | \$ | - | | |
| | Total Investments | | | | \$ | 495 |
| | Total Cash and Investments | | | | \$ | 495 |
| | 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. | J | | | | |
| | seq., C.R.S.? | | | | | |
| 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.)? | | | | | ✓ |
| If no, Ml | JST use this space to provide any explanations: | | | | | |

| | PART 6 - CAPITA | | ASSET | S | | | |
|------------|---|----------|--------------------------------------|--|-------|--------|-------------------|
| | Please answer the following questions by marking in the appropriate box | es. | | | Y | es | No |
| 6-1 | Does the entity have capital assets? | | | | |] | 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 |
| | N/A. The District does not have any capital assets. | | | | | | |
| 6-3 | Complete the following capital assets table: | be | Balance - ginning of the year* | Additions (Must be included in Part 3) | | etions | ear-End alance |
| | Land | \$ | - | \$ - | \$ | - | \$ - |
| | Buildings | \$ | - | \$ - | \$ | - | \$ - |
| | Machinery and equipment | \$ | - | \$ - | \$ | - | \$ - |
| | Furniture and fixtures | \$ | - | \$ - | \$ | - | \$ - |
| | Infrastructure | \$ | - | \$ - | \$ | - | \$ - |
| | Construction In Progress (CIP) | \$ | - | \$ - | \$ | - | \$ - |
| | Other (explain): | \$ | - | \$ - | \$ | - | \$ _ |
| | Accumulated Depreciation | \$ | - | \$ - | \$ | _ | \$ _ |
| | TOTAL | \$ | - | \$ - | \$ | - | \$ - |
| | Please use this space to provide any | ехр | lanations or | comments: | | | |
| | | | | | | | |
| | PART 7 - PENSION | INI | FORMA | TION | | | |
| | | | | | v | | NI- |
| 7.4 | Please answer the following questions by marking in the appropriate box. Does the entity have an "old hire" firemen's pension plan? | es. | | | | es | No |
| 7-1 7-2 | Does the entity have a volunteer firemen's pension plan? | | | | | - | √ |
| | Who administers the plan? | | | |] | i | Ľ |
| If yes: | | | | | l | | |
| | 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 | | | \$ - | | | |
| | Please use this space to provide any | exp | lanations or | comments: | | | |
| | | | | | | | |
| | | | | | | | |
| | PART 8 - BUDGET I | N | FORMA | TION | | | |
| | Please answer the following questions by marking in the appropriate boxe | | | Yes | | No | N/A |
| 8-1 | Did the entity file a budget with the Department of Local Affai | | or the | _ | | | |
| ٠. | current year in accordance with Section 29-1-113 C.R.S.? | | 01 1110 | 7 | | | |
| | | | |] | | | |
| 8-2 | | | | J | | | |
| 0-2 | Did the entity pass an appropriations resolution, in accordance | ce v | vith Section | 7 | | | |
| | 29-1-108 C.R.S.? If no, MUST explain: | | | | | | |
| | | | | 1 | | | |
| | | | |] | | | |
| If yes: | Please indicate the amount budgeted for each fund for the ye | ar r | eported: | | | | |
| | Fund Name | P. | dantad Expans | litures/Expenses | I | | |
| | Amended General Fund | \$ | ugeteu Expe nd | 67,840 | | | |
| | Allietided Getteral Fulld | Ψ | | 07,040 | | | |
| | | \vdash | | | | | |
| | | | | | | | |
| | I . | 1 | | | I | | |

| 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. | V | |
|----------|---|----------|----------|
| f no, ML | JST 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? | | 4 |
| If yes: | Date of formation: | | |
| 10-2 | Has the entity changed its name in the past or current year? | | V |
| | | | |
| If yes: | Please list the NEW name & PRIOR name: | | |
| 40.0 | | | |
| 10-3 | Is the entity a metropolitan district? | 7 | |
| | Please indicate what services the entity provides: | | |
| 10-4 | Does the entity have an agreement with another government to provide services? | 7 | |
| If yes: | List the name of the other governmental entity and the services provided: | <u>—</u> | _ |
| | | | |
| 10-5 | Has the district filed a <i>Title 32, Article 1 Special District Notice of Inactive Status</i> during Date Filed: | | ✓ |
| If yes: | Date Filed: | | |
| 10-6 | Does the entity have a certified Mill Levy? | V | |
| If yes: | | | |
| , | Please provide the following <u>mills</u> levied for the year reported (do not report \$ amounts): | | |
| | Bond Redemption mills | | - |
| | General/Other mills | | 55.663 |
| | Total mills | | 55.663 |
| | Please use this space to provide any explanations or comments: | | |

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

^{10-3:} Storm drainage, water, sewer, streets, traffic safety controls, parks and recreation, mosquito control and transportation.

^{10-4:} Town of Frederick Master IGA, Wyndham Hill Metro District Nos. 1 and 2 - financing of public improvements.

| | 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? | J | |

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 Member | Print Board Member's Name Jon R. Lee | 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. Signed |
| 1 | | Date: My term Expires: May 2022 |
| 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 Signed 3/29/2021 Date: 3/29/2021 My term Expires: May 2022 |
| 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 Stw. Kaw. Date: 3/26/2021 My term Expires: May 2023 |
| 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 4 | | Signed Date: My term Expires: |
| Board Member 5 | Print Board Member's Name | I |
| Board Member 6 | 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: |
| Board | Print Board Member's Name | My term Expires:, 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 7 | | exemption from audit. Signed Date: My term Expires: |



CliftonLarsonAllen LLP www.cliftonlarsonallen.com

Accountant's Compilation Report

Board of Directors Wyndham Hill Metropolitan District No. 3 Weld County, Colorado

Management is responsible for the accompanying Application for Exemption from Audit of Wyndham Hill Metropolitan District No. 3 as of and for the year ended December 31, 2020, 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 LLG

February 24, 2021



Certificate Of Completion

Envelope Id: 516A8D87FCAA4F058FD837D64E4C7FB5

Subject: Please DocuSign: Wyndham Hill MD No. 3_2020 Audit Exemption.pdf

Client Name: Wyndham Hill Metro District No. 3

Client Number: 011-042631-00

Source Envelope:

Document Pages: 8Signatures: 2Envelope Originator:Certificate Pages: 5Initials: 0Alonso DuranRodriguezAutoNav: Enabled220 South 6th Street

Suite 300

Envelopeld Stamping: Enabled

Time Zone: (UTC-06:00) Central Time (US & Canada) Minneapolis, MN 55402

Alonso.DuranRodriguez@claconnect.com

IP Address: 65.59.88.254

Status: Completed

Record Tracking

Status: Original Holder: Alonso DuranRodriguez Location: DocuSign

DocuSigned by:

5E2846592AEA4E9..

-DocuSigned by:

Steve Rane

C20B7EDF6DA34ED...

ania Brother

3/26/2021 2:51:22 PM Alonso.DuranRodriguez@claconnect.com

Signer Events Signature

Jessica Brothers jessica@cdgcolorado.com

Security Level: Email, Account Authentication

(None)

Signature Adoption: Uploaded Signature Image

Using IP Address: 67.190.33.63

Electronic Record and Signature Disclosure:

Accepted: 3/29/2021 10:14:19 AM ID: a3de6065-b0e0-40f5-9d1f-7e2c97bbde88

Steve Rane
Steve@cdgcolorado.com

Secretary/Treasurer
Security Level: Email, Account Authentication

(None)

Signature Adoption: Pre-selected Style

Using IP Address: 76.120.51.83

Electronic Record and Signature Disclosure:

Accepted: 3/26/2021 2:55:58 PM

ID: da9a449e-6391-4f3b-b4cf-bbc4f55daf81

Timestamp

Sent: 3/26/2021 2:52:22 PM Viewed: 3/29/2021 10:14:19 AM Signed: 3/29/2021 10:15:59 AM

Sent: 3/26/2021 2:52:22 PM Viewed: 3/26/2021 2:55:58 PM Signed: 3/26/2021 2:56:03 PM

| 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 Sent | Hashed/Encrypted | 3/26/2021 2:52:22 PM | | |
| Certified Delivered | Security Checked | 3/26/2021 2:55:58 PM | | |
| Signing Complete | Security Checked | 3/26/2021 2:56:03 PM | | |
| Completed | Security Checked | 3/29/2021 10:15:59 AM | | |
| Payment Events | Status | Timestamps | | |
| Flectronic Record and Signature Disclosure | | | | |

Electronic Record and Signature Disclosure

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.

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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.

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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: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

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