# LETTER OF BUDGET TRANSMITTAL

Date: January <u>27,</u> 2021

To: Division of Local Government 1313 Sherman Street, Room 521 Denver, Colorado 80203

Attached are the 2021 budget and budget message for the NORTH RANGE METROPOLITAN DISTRICT NO. 5 Adams County, Colorado, submitted pursuant to Section 29-1-113, C.R.S. This budget was adopted on November 12, 2020. If there are any questions on the budget, please contact:

CliftonLarsonAllen LLP Attn: Matthew Urkoski, District Manager 8390 E. Crescent Parkway, Suite 300 Greenwood Village, CO 80111 Telephone number: 303-779-5710 <u>Matt.urkoski@claconnect.com</u>

I, Matthew Urkoski, District Manager of the North Range Metropolitan District No. 5 hereby certify that the attached is a true and correct copy of the 2021 budget.

----- DocuSigned by:

Matt Urkoski

6F8F8D55F2D840D. VIrkoski, District Manager

# **RESOLUTION ADOPTING BUDGET, IMPOSING MILL LEVY AND APPROPRIATING FUNDS**

(2021)

The Board of Directors of North Range Metropolitan District No. 5 (the "**Board**"), City of Commerce City, Colorado (the "**District**") held a special meeting via Zoom Teleconference on Thursday, November 12, 2020, at the hour of 1:00 P.M.

Prior to the meeting, each of the directors was notified of the date, time and place of the budget meeting and the purpose for which it was called and a notice of the meeting was posted or published in accordance with § 29-1-106, C.R.S.

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# NOTICE AS TO PROPOSED 2021 BUDGET

## PROOF OF PUBLICATION COMMERCE CITY SENTINEL EXPRESS ADAMS COUNTY STATE OF COLORADO

I, Gerald Healey, do solemnly swear that I am the Publisher of the Commerce City Sentinel Express the same is a weekly newspaper printed and published in the County of Adams, State of Colorado, and has a general circulation therein; that said newspaper has been published continuously and uninterruptedly in said county of Adams for a period of more than fifty-two consecutive weeks prior to the first publication of the annexed legal notice or advertisement; that said newspaper has been admitted to the United States mails as second-class matter under the provisions of the act of March 3, 1879, or any amendments thereof, and that said newspaper is a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado. That the annexed legal notice or advertisement was published in the regular and entire issue of every number of said weekly newspaper for the period of ONE consecutive insertion(s) and that the first publication of said notice was in the issue of newspaper, dated 3rd day of November, 2020 the last on the 3rd day of November, 2020

#### /s/ Gerald Healey

Publisher, Subscribed and sworn before me, this 3rd day of November 2020

shedof Notary Public

Bobi Lopez Notary Public State of Colorado Notary ID 20024002511 My Commission Expires March 26, 2023

#### NOTICE OF PUBLIC HEARING ON THE PROPOSED 2021 BUDGET AND NOTICE OF PUBLIC HEARING ON THE AMENDED 2020 BUDGET

NOTICE IS HEREBY GIVEN that the Boards of Directors (the "Boards") of the NORTH RANGE METRO-POLITAN DISTRICT NO. 4 AND NORTH RANGE METROPOLITAN DISTRICT NO. 5 (collectively the "Districts"), will hold a joint meeting of the Districts on Thursday, November 12, 2020 at 1:00 P.M., for the purpose of conducting such business as may come before the Boards. Due to Executive Orders issued by Governor Polis and Public Health Orders implementing the Executive Orders issued by the Colorado Department of Public Health and Environment, and the threat posed by the COVID-19 coronavirus, this meeting will be held via teleconferencing and can be joined through the directions below:

Join Zoom Meeting https://zoom.us/j/97626160303 +1-669-900-9128 Meeting ID: 976 2616 0303

This meeting is open to the public. Pursuant to § 24-6-402(2)(c), C.R.S., the agenda for any meeting may be obtained by visiting www.whitebearankele.com\* or. alternatively, by calling (303) 858-1800,

NOTICE IS HEREBY GIVEN that proposed 2021 budgets have been submitted to the Boards of Directors (the "Boards") of the NORTH RANGE METROPOLITAN DISTRICT NO. 4 AND NORTH RANGE METROPOL-ITAN DISTRICT NO. 5 (the "Districts"). A copy of each of the proposed budgets is on file in the office of CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 300, Greenwood Village, Colorado, where the same are open for public inspection.

NOTICE IS FURTHER GIVEN that amendments to the 2020 budgets have been submitted to the Districts. A copy of each of the proposed amended budgets is on file in the office of CliffonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 300, Greenwood Village, Colorado, where the same are open for public inspection.

Such proposed budgets and amended budgets will be considered at a public hearing during a joint meeting of the Districts to be held on Thursday, November 12, 2020 at 1:00 P.M. Due to Executive Orders issued by Governor Polis and Public Health Orders implementing the Executive Orders issued by the Colorado Department of Public Health and Environment, and the threat posed by the COVID-19 coronavirus, this meeting will be held via teleconferencing and can be joined through the directions below:

Join Zoom Meeting https://zoom.us/j/97626160303 +1-669-900-9128 Meeting ID: 976 2616 0303

Any interested elector of the Districts may file or register any objections to the proposed budgets or amended budgets at any time prior to final adoption of the budgets and amended budgets by the governing body of the District.

BY ORDER OF THE BOARDS OF DIRECTORS: NORTH RANGE METROPOLITAN DISTRICT NO. 4 AND NORTH RANGE METROPOLITAN DISTRICT NO. 5

> /s/ WHITE BEAR ANKELE TANAKA & WALDRON Attorneys at Law

Publish in: The Commerce City Sentinel Publish on: November 3, 2020 00027K9

# A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET AND APPROPRIATING SUMS OF MONEY TO EACH FUND IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN FOR THE DISTRICT FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2021 AND ENDING ON THE LAST DAY OF DECEMBER 2021.

WHEREAS, the Board has authorized its accountant to prepare and submit a proposed budget to the Board in accordance with Colorado law; and

WHEREAS, the proposed budget has been submitted to the Board for its review and consideration; and

WHEREAS, upon due and proper notice, provided in accordance with Colorado law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 12, 2020, interested electors were given the opportunity to file or present any objections to said proposed budget at any time prior to final adoption of the budget by the Board.

# NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Section 1. <u>Adoption of Budget</u>. The budget attached hereto and incorporated herein is approved and adopted as the budget of the District for fiscal year 2021. In the event of recertification of values by the County Assessor's Office after the date of adoption hereof, staff is hereby directed to modify and/or adjust the budget and certification to reflect the recertification without the need for additional Board authorization. Any such modification to the budget or certification as contemplated by this Section 1 shall be deemed ratified by the Board.

Section 2. <u>Levy for General Operating Expenses</u>. For the purpose of meeting all general operating expenses of the District during the 2021 budget year, there is hereby levied a tax of 88.305 mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 3. <u>Levy for Debt Service Obligations</u>. For the purposes of meeting all debt service obligations of the District during the 2021 budget year, there is hereby levied a tax of 0.000

mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 4. <u>Levy for Contractual Obligation Expenses</u>. For the purposes of meeting all contractual obligations of the District during the 2021 budget year, there is hereby levied a tax of 0.000 mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 5. <u>Levy for Capital Project Expenses</u>. For the purposes of meeting all capital project obligations of the District during the 2021 budget year, there is hereby levied a tax of 0.000 mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 6. <u>Certification to County Commissioners</u>. The Board directs its legal counsel, manager, accountant or other designee to certify to the Board of County Commissioners of Adams County, Colorado the mill levies for the District as set forth herein. Such certification shall be in compliance with the requirements of Colorado law.

Section 7. <u>Appropriations</u>. The amounts set forth as expenditures in the budget attached hereto are hereby appropriated.

Section 8. <u>Filing of Budget and Budget Message</u>. The Board hereby directs its legal counsel, manager or other designee to file a certified copy of the adopted budget resolution, the budget and budget message with the Division of Local Government by January 30 of the ensuing year.

Section 9. <u>Budget Certification</u>. The budget shall be certified by a member of the District, or a person appointed by the District, and made a part of the public records of the District.

# [Remainder of page intentionally left blank.]

ADOPTED THIS 12<sup>th</sup> DAY OF November, 2020.

# NORTH RANGE METROPOLITAN DISTRICT NO. 5

- DocuSigned	by
DocuSigned	by

#### **Tim Roberts** — 1C278D48EC6D41E...

Officer of the District

ATTEST:

–Docusigned by: Tiresa kershisnik –1E26899D1599464...

E26899D1599464...

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON Attorneys at Law

-DocuSigned by:

kristen Bear

General Counsel to the District

STATE OF COLORADO COUNTY OF ADAMS NORTH RANGE METROPOLITAN DISTRICT NO. 5

I hereby certify that the foregoing resolution constitutes a true and correct copy of the record of proceedings of the Board adopted by a majority of the Board at a District meeting held on November 12, 2020, via Zoom Teleconference as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 12<sup>th</sup> day of November, 2020.

Docusigned by: Tinisa kurshishik 1E26899D1599464...

# EXHIBIT A

# **BUDGET DOCUMENT**

# **BUDGET MESSAGE**

# NORTH RANGE METROPOLITAN DISTRICT NO. 5

# ANNUAL BUDGET

# FOR THE YEAR ENDING DECEMBER 31, 2021

#### NORTH RANGE METROPOLITAN DISTRICT NO. 5 SUMMARY 2021 BUDGET WITH 2019 ACTUAL AND 2020 ESTIMATED For the Years Ended and Ending December 31,

	ACTUAL 2019		ESTIMATED 2020		E	BUDGET 2021
BEGINNING FUND BALANCES	\$	4,305	\$	14,051	\$	30,069
REVENUES Property taxes Specific ownership tax Interest income		34,934 2,583 392		35,164 2,600 175		144 10 38
Developer advance Total revenues		53,946 91,855		37,939		235,839 236,031
Total funds available		96,160		51,990		266,100
EXPENDITURES General Fund Capital Projects Fund		82,109 -		21,921		40,000 226,000
Total expenditures		82,109		21,921		266,000
Total expenditures and transfers out requiring appropriation		82,109		21,921		266,000
ENDING FUND BALANCES	\$	14,051	\$	30,069	\$	100
EMERGENCY RESERVE TOTAL RESERVE	\$ \$	1,200 1,200	\$ \$	1,200 1,200	\$ \$	100 100

#### NORTH RANGE METROPOLITAN DISTRICT NO. 5 PROPERTY TAX SUMMARY INFORMATION 2021 BUDGET WITH 2019 ACTUAL AND 2020 ESTIMATED For the Years Ended and Ending December 31,

	ACTUAL 2019				E	BUDGET 2021
ASSESSED VALUATION			•		•	
Agricultural State assessed Personal property	\$	10 540 395,060	\$	10 3,490 394,710	\$	10 80 1,540
Certified Assessed Value	\$	395,610	\$	398,210	\$	1,630
MILL LEVY						
General		88.305		88.305		88.305
Total mill levy		88.305		88.305		88.305
PROPERTY TAXES General	\$	34,934	\$	35,164	\$	144
Levied property taxes		34,934		35,164		144
Budgeted property taxes	\$	34,934	\$	35,164	\$	144
BUDGETED PROPERTY TAXES General	\$	34,934	\$	35,164	\$	144
	\$	34,934	\$	35,164	\$	144

#### NORTH RANGE METROPOLITAN DISTRICT NO. 5 GENERAL FUND 2021 BUDGET WITH 2019 ACTUAL AND 2020 ESTIMATED For the Years Ended and Ending December 31,

		ACTUAL 2019	ES	STIMATED 2020	E	BUDGET 2021
BEGINNING FUND BALANCE	\$	4,305	\$	14,051	\$	30,069
REVENUES						
Property taxes		34,934		35,164		144
Specific ownership tax		2,583		2,600		10
Developer advance		53,946		-		9,839
Interest income		392		175		38
Total revenues		91,855		37,939		10,031
Total funds available		96,160		51,990		40,100
EXPENDITURES						
General and administrative						
Accounting		1,177		5,000		15,000
County Treasurer's fees		524		527		2
District management		-		1,000		2,500
Dues and memberships		287		285		500
Election		-		7,894		-
Insurance		2,913		3,215		4,000
Legal		77,208		4,000		15,000
Repay Developer Advance		-		-		-
		-		-		2,998
Total expenditures		82,109		21,921		40,000
Total expenditures and transfers ou	t					
requiring appropriation		82,109		21,921		40,000
ENDING FUND BALANCE	\$	14,051	\$	30,069	\$	100
EMERGENCY RESERVE	\$	1,200	\$	1,200	\$	100

#### NORTH RANGE METROPOLITAN DISTRICT NO. 5 CAPITAL PROJECTS FUND 2021 BUDGET WITH 2019 ACTUAL AND 2020 ESTIMATED For the Years Ended and Ending December 31,

	A	CTUAL 2019	MATED 020	В	UDGET 2021
BEGINNING FUND BALANCE	\$	-	\$ -	\$	-
REVENUES					
Developer Advance		-	-		226,000
Total revenues		-	-		226,000
Total funds available		-	-		226,000
EXPENDITURES					
Grading		-	-		16,000
Storm/Drainage		-	-		165,000
Engineering		-	-		15,000
Contingency		-	-		30,000
Total expenditures		-	-		226,000
Total expenditures and transfers out					
requiring appropriation		-	-		226,000
ENDING FUND BALANCE	\$	-	\$ -	\$	-

## NORTH RANGE METROPOLITAN DISTRICT NO. 5 2021 BUDGET SUMMARY OF SIGNIFICANT ASSUMPTIONS

## Services Provided

North Range Metropolitan District No. 5 (the "District"), a quasi-municipal corporation and political subdivision of the State of Colorado was organized by Court Order and Decree of the District Court on December 27, 2000, and is governed pursuant to provisions of the Colorado Special District Act, Title 32, Article I, Colorado Revised Statutes. The District was organized in conjunction with North Range Metropolitan Districts No. 1, 2, 3, and 4 (collectively "NRMD's"), and the Reunion Metropolitan District ("Reunion"). Reunion provides the construction for street improvements, storm drainage improvements, safety protection facilities, parks and recreation facilities and water and wastewater improvements. The service plan anticipates that Reunion will be responsible for managing the construction, operation, and maintenance of such improvements and facilities and that the NRMD's will provide the necessary funding to Reunion.

The District has no employees and all administrative functions are contracted.

The District prepares its budget on the modified accrual basis of accounting in accordance with the requirements of Colorado Revised Statutes C.R.S 29-1-105 using its best estimates as of the date of the budget hearing. These estimates are based on expected conditions and its expected course of actions. The assumptions disclosed herein are those that the District believes are significant to the budget. There will usually be differences between the budget and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.

#### Revenue

# **Property Taxes**

Property taxes are levied by the District's Board of Directors. The levy is based on assessed valuations determined by the County Assessor generally as of January 1 of each year. The levy is normally set by December 15 by certification to the County Commissioners to put the tax lien on the individual properties as of January 1 of the following year. The County Treasurer collects the determined taxes during the ensuing calendar year. The taxes are payable by April or, if in equal installments, at the taxpayer's election, in February and June. Delinquent taxpayers are notified in August and generally sales of the tax liens on delinquent properties are held in November or December. The County Treasurer remits the taxes collected monthly to the District.

The calculation of the taxes levied is displayed on the Property Tax Summary page of the Budget at the adopted total mill levy.

# Specific Ownership Taxes

Specific ownership taxes are set by the State and collected by the County Treasurer, primarily on vehicle licensing within the County as a whole. The specific ownership taxes are allocated by the County Treasurer to all taxing entities within the County. The budget assumes that the District's share will be equal to approximately 7% of the property taxes collected by the General Fund.

## NORTH RANGE METROPOLITAN DISTRICT NO. 5 2021 BUDGET SUMMARY OF SIGNIFICANT ASSUMPTIONS

#### **Revenue** – (continued)

#### Interest Income

Interest earned on the District's available funds has been estimated based on an average interest rate of approximately .25%.

#### **Developer Advances**

The District is in the development stage. As such, the operating and administrative expenditures will be mainly funded by the Developer. A major portion of the capital expenditures are also expected to be funded by the Developer. Developer advances are recorded as revenue for budget purposes with an obligation for future repayment when the District is financially able to reimburse the Developer from bond proceeds and other legally available revenue.

#### Expenditures

#### Administrative

Administrative expenditures include the services necessary to maintain the administrative viability such as accounting, legal, insurance, dues and other administrative services of the District.

#### **Capital Outlay**

Anticipated expenditures for capital outlay are reflected in the Capital Projects fund page of the budget.

#### **Debt and Leases**

The following is an analysis of anticipated changes in the District's long-term obligations, for the years ending December 31, 2020 and 2021.

		alance - ember 31, 2019	A	dditions	Retiremer Long-Te Obligatio	rm		alance - ember 31, 2020
Developer Advances - Operating		115,137	_		100	-		115,137
Developer Advances - Capital		1.5				-0		
Accrued Interest:								
Developer Advances - Operating		3,127				-		3,127
Total	\$	118,264	\$	- · ·	\$	-	\$	118,264
	в	alance -			Retiremer	nt of	В	alance -
	Dec	ember 31,			Long-Te	rm	Dec	ember 31,
		2020	A	dditions	Obligatio	ns		2021
Developer Advances - Operating		115,137		9,839		-		124,976
Developer Advances - Capital Accrued Interest:		-		226,000		-		226,000
Developer Advances - Operating		3,127		-		-		3,127
Total	\$	118,264	\$	235,839	\$	-	\$	354,103

## NORTH RANGE METROPOLITAN DISTRICT NO. 5 2021 BUDGET SUMMARY OF SIGNIFICANT ASSUMPTIONS

#### Reserves

# **Emergency Reserve**

The District has provided for an Emergency Reserve equal to at least 3% of fiscal year spending, as defined under TABOR.

This information is an integral part of the accompanying budget.

# **CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments**

TO: County Co	mmissioners <sup>1</sup> of <u>Adams County</u>					, Colorado.
<b>On</b> behalf of th	e North Range Metropolitan Distr					,
		(ta:	xing entity) <sup>A</sup>			
th	e Board of Directors		B	2		
of th	a North Danga Matropolitan Diatr		overning body) <sup>B</sup>	,		
or un	e North Range Metropolitan Distr		al government)	С		
to be levied agai assessed valuation <b>Note:</b> If the assessed (AV) different than Increment Financing calculated using the property tax revenue multiplied against the <b>Submitted:</b>	by certified a NET assessed valuation the GROSS AV due to a Tax g (TIF) Area <sup>F</sup> the tax levies must be $\$ NET AV. The taxing entity's total e will be derived from the mill levy the NET assessed valuation of: <u>12/09/2020</u>	$\frac{1,630}{(\text{GROSS}^{D} \text{ as})}$ $\frac{1,630}{(\text{NET}^{G} \text{ ass})}$ USE VALU	sessed valuation essed valuation E FROM FINA	n, Line 2 of the Certifi , Line 4 of the Certific AL CERTIFICATIO OR NO LATER THA	ation of Valu N OF VALU	ATION PROVIDED
(no later than Dec. 15)	(mm/dd/yyyy)				(уууу)	
<b>PURPOSE</b>	(see end notes for definitions and examples)		LEV	$\mathbf{Y}\mathbf{Y}^2$	R	EVENUE <sup>2</sup>
1. General Ope	erating Expenses <sup>H</sup>		88.3	305 mills	\$	144
	emporary General Property Tax Co Mill Levy Rate Reduction <sup>I</sup>	redit/	<	> mills	\$<	>
SUBTOT	AL FOR GENERAL OPERATIN	G:	88.3	305 mills	\$	144
3. General Obl	igation Bonds and Interest <sup>J</sup>			mills	\$	
4. Contractual	Obligations <sup>K</sup>			mills	\$	
5. Capital Expe	enditures <sup>L</sup>			mills	\$	
6. Refunds/Aba	atements <sup>M</sup>			mills	\$	
7. Other <sup>N</sup> (spec	ify):			mills	\$	
				mills	\$	
	TOTAL: Sum of General Of Subtotal and Lines	erating 3 to 7	88.3	305 mills	\$	144
Contact person:			Daytime			
(print)	Shelby Clymer		phone:	(303)779-5	710	
Signed:	Svely agnes		Title:	Accountant f	or the Di	strict
	is tax entity's completed form when filing the ernment (DLG), Room 521, 1313 Sherman St					

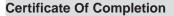
 <sup>&</sup>lt;sup>1</sup> If the *taxing entity's* boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.
 <sup>2</sup> Levies must be rounded to <u>three</u> decimal places and revenue must be calculated from the total <u>NET assessed valuation</u> (Line 4 of Form DLG57 on the County Assessor's **FINAL** certification of valuation).

THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.). Taxing entities that are Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

# CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:

BON	DS <sup>J</sup> :	
1.	Purpose of Issue:	_
	Series:	
	Date of Issue:	
	Coupon Rate:	-
	Maturity Date:	
	Levy:	-
	Revenue:	-
2.	Purpose of Issue:	
	Series:	
	Date of Issue:	
	Coupon Rate:	
	Maturity Date:	
	Levy:	
	Revenue:	
CON	<b>ΤRACTS</b> <sup>κ</sup> :	
3.		
5.	Title:	 -
	Date:	-
	Principal Amount:	 -
	Maturity Date:	-
	Levy:	-
	Revenue:	
4.	Purpose of Contract:	
	Title:	
	Date:	
	Principal Amount:	
	Maturity Date:	
	Levy:	
	Revenue:	

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.



Envelope Id: 64ECBF32CC6A4CAEA60B31FF83BC3524 Subject: Please DocuSign: 9.B.1. NR 5 Budget Resolution.pdf Client Name: North Range MD No. 5 Client Number: 011-043766-OS03-2020 Source Envelope: Document Pages: 6 Signatures: 4 Certificate Pages: 5 Initials: 0 AutoNav: Enabled EnvelopeId Stamping: Enabled Time Zone: (UTC-06:00) Central Time (US & Canada)

#### **Record Tracking**

Status: Original 11/17/2020 9:36:18 AM

Signer Events Tim Roberts tim.roberts@sheahomes.com President Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:** 

Accepted: 11/20/2020 12:44:30 PM ID: f4438c8d-6d20-4e04-a433-30a87735773c

Teresa Kershisnik

terri.kershisnik@sheahomes.com Security Level: Email, Account Authentication (None)

Holder: Kathy Suazo Kathy.Suazo@claconnect.com

#### Signature DocuSigned by:

Tim Roberts 1C278048EC6D41E.

Signature Adoption: Pre-selected Style Using IP Address: 72.42.74.209

Tiresa kershisnik 1E26899D1699464

Signature Adoption: Pre-selected Style Using IP Address: 208.46.68.122

Sent: 11/20/2020 12:45:09 PM Viewed: 11/20/2020 1:13:44 PM Signed: 11/20/2020 1:13:51 PM

**Electronic Record and Signature Disclosure:** 

Accepted: 11/18/2020 12:27:01 PM ID: 99fa1710-820a-40bf-870d-8c7ed84eeb40

Kristen Bear

kbear@wbapc.com

Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:** Accepted: 11/20/2020 2:55:19 PM

ID: 6b852869-29b3-4662-ab7e-39fcac7765f3

Signature Adoption: Pre-selected Style Using IP Address: 73.243.158.245

Sent: 11/20/2020 1:13:52 PM Viewed: 11/20/2020 2:55:19 PM Signed: 11/20/2020 2:55:28 PM

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



Status: Completed

Envelope Originator: Kathy Suazo 220 South 6th Street Suite 300 Minneapolis, MN 55402 Kathy.Suazo@claconnect.com IP Address: 67.137.57.251

Location: DocuSign

#### Timestamp

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DocuSigned by: Eristen Bear 1D49665F0E7344B

DocuSign Envelope ID: 6CB9816D-ACAB-41B2-B24C-B95E2C28517A

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	11/17/2020 9:38:20 AM
Certified Delivered	Security Checked	11/20/2020 2:55:19 PM
Signing Complete	Security Checked	11/20/2020 2:55:28 PM
Completed	Security Checked	11/20/2020 2:55:28 PM
Payment Events	Status	Timestamps

# 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

at Business Technology@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: <u>https://support.docusign.com/guides/signer-guide-signing-system-requirements</u>.

# 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.

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- 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 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 CliftonLarsonAllen LLP during the course of your relationship with CliftonLarsonAllen LLP.