719-635-0330

Carrie.Bartow@claconnect.com

APPLICATION FOR EXEMPTION FROM AUDIT

SHORT FORM

NAME OF GOVERNMENT
ADDRESS
121 South Tejon Street
Suite 1100
Colorado Springs, CO 80903
CONTACT PERSON
Conexus Metropolitan District No. 1
12/31/22
or fiscal year ended:
Conexus Metropolitan District No. 1
12/31/22
or fiscal year ended:

PART 1 - CERTIFICATION OF PREPARER

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

NAME: Carrie Bartow
TITLE Accountant for the District
FIRM NAME (if applicable) CliftonLarsonAllen LLP
ADDRESS 121 South Tejon Street, Suite 1100, Colorado Springs, CO 80903
PHONE 719-635-0330
DATE PREPARED 2/28/2023

PREPARER (SIGNATURE REQUIRED)

PHONE

EMAIL

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	/		

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 neares	t Dollar	Please use this
2-1	Taxes: Pr	operty	(report mills levied in Question 10-	3)	\$	-	space to provide
2-2	Sp	ecific owners	hip		\$	-	any necessary
2-3	Sa	les and use			\$	-	explanations
2-4	Ot	ther (specify):			\$	-	
2-5	Licenses and permits				\$	-	
2-6	Intergovernmental:		Grants		\$	-	
2-7			Conservation Trust Funds	(Lottery)	\$	-	
2-8			Highway Users Tax Funds	(HUTF)	\$	-	
2-9			Other (specify):		\$	-	
2-10	Charges for services				\$	-	
2-11	Fines and forfeits				\$	-	
2-12	Special assessments				\$	-	
2-13	Investment income				\$	-	
2-14	Charges for utility serv	ices			\$	-	
2-15	Debt proceeds		(should agree with	line 4-4, column 2)	\$	-	
2-16	Lease proceeds				\$	-	
2-17	Developer Advances re	ceived	(should	agree with line 4-4)	\$		
2-18	Proceeds from sale of	capital assets			\$	-	
2-19	Fire and police pension	า			\$	-	
2-20	Donations				\$	-	
2-21	Other (specify):				\$	-	
2-22					\$	-	
2-23					\$	-	
2-24		(add line	es 2-1 through 2-23) TO	TAL REVENUE	\$	-	

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		\$ -	space to provide
3-2	Salaries		\$ -	any necessary
3-3	Payroll taxes		\$ -	explanations
3-4	Contract services		\$ -	
3-5	Employee benefits		\$ -	
3-6	Insurance		\$ -	
3-7	Accounting and legal fees		\$ 16,918	
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):			
3-24			\$ -	
3-25			\$ -	
3-26	(add lines 3-1 through 3-24) TOTAL EXPEN	IDITURES/EXPENSES	\$ 16,918	

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	G. ISSUED	. AND RE	TIRED	
	Please answer the following questions by marking the		, , , , , , , , , , , , , , , , , , , ,	Yes	No
4-1	Does the entity have outstanding debt?	√			
	If Yes, please attach a copy of the entity's Debt Repayment S				
4-2	Is the debt repayment schedule attached? If no, MUST explai				✓
	N/A - Developer Advances are only paid once the district has	sufficient funds.			
4-3	In the autitus comment in its dabt comics recovered 2 if no BALIC	F averlain.			~
4-3	Is the entity current in its debt service payments? If no, MUS N/A - Developer Advances are only paid once the district has]	V
	N/A - Developer Advances are only paid once the district has	Sufficient funds.			
4-4	Diagon complete the following debt capacity if applicables				
	Please complete the following debt schedule, if applicable: (please only include principal amounts)(enter all amount as positive	Outstanding at	Issued during	Retired during	Outstanding at
	numbers)	end of prior year*	year	year	year-end
	General obligation bonds	\$ -	\$ -	\$ -	 \$ -
	Revenue bonds	\$ -	\$ -	\$ -	\$ -
	Notes/Loans	\$ -	\$ -	\$ -	\$ -
	Lease Liabilities	\$ -	\$ -	\$ -	\$ -
	Developer Advances	\$ -	\$ -	\$ -	\$ -
	Other (specify):	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ -	\$ -	\$ -
		*must tie to prior ye	ar ending balance	1 +	1 +
	Please answer the following questions by marking the appropriate boxes		, and the second	Yes	No
4-5	Does the entity have any authorized, but unissued, debt?			✓	
If yes:	How much?	\$ 1.5	20 000 000 00		
			30,000,000.00		
	Date the debt was authorized:	5/3/2			_
4-6	Does the entity intend to issue debt within the next calendar	5/3/2			V
If yes:	Does the entity intend to issue debt within the next calendar How much?	5/3/2 year?	022]	_
If yes: 4-7	Does the entity intend to issue debt within the next calendar How much? Does the entity have debt that has been refinanced that it is s	5/3/2 year? \$ still responsible f	022		V
If yes: 4-7 If yes:	Does the entity intend to issue debt within the next calendar How much? Does the entity have debt that has been refinanced that it is s What is the amount outstanding?	5/3/2 year?	022		V
If yes: 4-7 If yes: 4-8	Does the entity intend to issue debt within the next calendar How much? Does the entity have debt that has been refinanced that it is s What is the amount outstanding? Does the entity have any lease agreements?	5/3/2 year? \$ still responsible f	022 - for?]	_
If yes: 4-7 If yes:	Does the entity intend to issue debt within the next calendar How much? Does the entity have debt that has been refinanced that it is s What is the amount outstanding? Does the entity have any lease agreements? What is being leased?	5/3/2 year? \$ still responsible f	022 - for?		V
If yes: 4-7 If yes: 4-8	Does the entity intend to issue debt within the next calendar How much? Does the entity have debt that has been refinanced that it is seen that is the amount outstanding? Does the entity have any lease agreements? What is being leased? What is the original date of the lease?	5/3/2 year? \$ still responsible f	022 - for?		V
If yes: 4-7 If yes: 4-8	Does the entity intend to issue debt within the next calendar How much? Does the entity have debt that has been refinanced that it is so What is the amount outstanding? Does the entity have any lease agreements? What is being leased? What is the original date of the lease? Number of years of lease?	5/3/2 year? \$ still responsible f	022 - for?		V
If yes: 4-7 If yes: 4-8	Does the entity intend to issue debt within the next calendar How much? Does the entity have debt that has been refinanced that it is so What is the amount outstanding? Does the entity have any lease agreements? What is being leased? What is the original date of the lease? Number of years of lease? Is the lease subject to annual appropriation?	5/3/2 year? \$ still responsible f	022 - for?		
If yes: 4-7 If yes: 4-8	Does the entity intend to issue debt within the next calendar How much? Does the entity have debt that has been refinanced that it is so What is the amount outstanding? Does the entity have any lease agreements? What is being leased? What is the original date of the lease? Number of years of lease?	5/3/2 year? \$ still responsible f \$	022 - for? -		
If yes: 4-7 If yes: 4-8	Does the entity intend to issue debt within the next calendar How much? Does the entity have debt that has been refinanced that it is so What is the amount outstanding? Does the entity have any lease agreements? What is being leased? 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?	5/3/2 year? \$ still responsible f \$	022 - for? -		
If yes: 4-7 If yes: 4-8	Does the entity intend to issue debt within the next calendar How much? Does the entity have debt that has been refinanced that it is so What is the amount outstanding? Does the entity have any lease agreements? What is being leased? 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	5/3/2 year? \$ still responsible f \$ explanations or	oomments:		
If yes: 4-7 If yes: 4-8	Does the entity intend to issue debt within the next calendar How much? Does the entity have debt that has been refinanced that it is so what is the amount outstanding? Does the entity have any lease agreements? What is being leased? 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	5/3/2 year? \$ still responsible f \$ explanations or	oomments:		
If yes: 4-7 If yes: 4-8	Does the entity intend to issue debt within the next calendar How much? Does the entity have debt that has been refinanced that it is so What is the amount outstanding? Does the entity have any lease agreements? What is being leased? 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	5/3/2 year? \$ still responsible f \$ explanations or	oomments:		

	PART 5 - CASH AND INVESTME	ENTS		
	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):			
			\$ -	
5-3			\$ -	
3-3			\$ -	
			\$ -	
	Total Investments			\$ -
	Total Cash and Investments			\$ -
	Please answer the following questions by marking in the appropriate boxes	Yes	No	N/A
5-4	Are the entity's Investments legal in accordance with Section 24-75-601, et.			
	seq., C.R.S.?			<u> </u>
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. MI	JST use this space to provide any explanations:			

	PART 6 - CAPITAL AND RIC		O-U	SE A	SSE	ETS			
	Please answer the following questions by marking in the appropriate box	es.				Yes	\$		No
6-1	Does the entity have capital assets?								/
6-2	Has the entity performed an annual inventory of capital assets in accordance with Section 29-1-506, C.R.S.,? If no, MUST explain:							[V
	N/A - No Capital Assets								
6-3		Baland	٠٥ -	Addition	s (Must				
6-3	Complete the following capital & right-to-use assets table:	beginning year	of the	be inclu Part	ded in	Deleti	ons		r-End ance
	Land	\$	-	\$	-	\$	-	\$	-
	Buildings	\$	-	\$	-	\$	-	\$	-
	Machinery and equipment	\$	-	\$	-	\$	-	\$	-
	Furniture and fixtures	\$	-	\$	-	\$	-	\$	-
	Infrastructure	\$	-	\$	-	\$	-	\$	-
	Construction In Progress (CIP) Leased Right-to-Use Assets	\$	-	\$		\$		\$	-
	Other (explain):	\$	-	\$		\$		\$	-
	Accumulated Depreciation/Amortization	Φ		Ψ		Ф		Ψ	-
	(Please enter a negative, or credit, balance)	\$	-	\$	-	\$	-	\$	
	TOTAL	\$	-	\$	-	\$	_	\$	
	Please use this space to provide any	T	ons or		nts:	—		—	
	PART 7 - PENSION	INEOE	NA N	TION					
						v			
7-1	Please answer the following questions by marking in the appropriate box. Does the entity have an "old hire" firefighters' pension plan?	es.				Yes	5		No
7-1	Does the entity have a volunteer firefighters' pension plan?					H		[v	
If yes:	Who administers the plan?]		_	_
,	Indicate the contributions from:					I			
				ф		1			
	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	etiree as o	f Jan						
	1?			\$	-				
	Please use this space to provide any explanations or comments:								
	PART 8 - BUDGET I	INFOR	MA	TION					
	Please answer the following questions by marking in the appropriate boxe			Ye		No		N	I/A
8-1	Did the entity file a budget with the Department of Local Affai								1
	current year in accordance with Section 29-1-113 C.R.S.?					V			
8-2	Did the entity pass an appropriations resolution, in accordance	ce with Se	ction			_			-
	29-1-108 C.R.S.? If no, MUST explain:	oo witii oo	011011			✓			
				I					
If yes:	Please indicate the amount budgeted for each fund for the ye	ar reporte	d:	•					
-	Governmental/Dransistasy Fund Name	Total Am	proprie	tions By l	Fund	l			
	Governmental/Proprietary Fund Name General Fund	Total Ap	propria	nons by l	48,500	[[
	Conordin und	, v			10,000				

	PART 9 - TAXPAYER'S BILL OF RIGHTS (TAE	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 emergence reserve requirement. All governments should determine if they meet this requirement of TABOR.	/	
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?	√	
If yes:	Date of formation: 5/12/2022	7	
10-2	Has the entity changed its name in the past or current year?		V
If yes:	Please list the NEW name & PRIOR name:	_	
]	
10-3	Is the entity a metropolitan district?	✓	
	Please indicate what services the entity provides:	_	
	See notes section		
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:	_	
	See notes section		
10-5	Has the district filed a <i>Title 32, Article 1 Special District Notice of Inactive Status</i> during	_ L	✓
If yes:	Date Filed:		
] _	
10-6	Does the entity have a certified Mill Levy?		√
If yes:	Please provide the following <u>mills</u> levied for the year reported (do not report \$ amounts):		
	Bond Redemption mills		_
	General/Other mills		-
	Total mills		-
	Please use this space to provide any explanations or comments:		

10-3 To provide financing for water, sanitation, parks and recreation, traffic and safety control, mosquito control, public transportation, fire protection, television relay and translation, security, business recruitment and operations and maintenance.

10-4: Pursuant to the Master IGA, Conexus Metropolitan District No. 1 is the Operating District and Conexus Metropolitan Districts No 2 is the Financing District.

	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?	/				

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 1	Print Board Member's Name Brock Chapman	I Brock Chapman, 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 Emit (Lapman 3/29/2023 My term Expires: May 2023
Board Member 2	Print Board Member's Name Michael DeGrant	I Michael DeGrant , 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 Michael DeGrant 3/27/2023 My term Expires: May 2023
Board Member 3	Print Board Member's Name Steven Everson	I Steven Everson, 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 Steven L Guerren Date: 3/27/2023 My term Expires: May 2025
Board Member 4	Print Board Member's Name Bradley-Alison Smith	I Bradley-Alison Smith, 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: May 2025
Board Member 5	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:
Board Member 6	Print Board Member's Name	I
Board Member 7	Print Board Member's Name	I



CliftonLarsonAllen LLP 121 S. Tejon., Suite 1100 Colorado Springs, CO 80903

phone 719-365-0330 fax 719-473-3630 **CLAconnect.com**

Accountant's Compilation Report

Board of Directors Conexus Metropolitan District No. 1 El Paso County, Colorado

Management is responsible for the accompanying Application for Exemption from Audit of Conexus 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.

We are not independent with respect to Conexus Metropolitan District No. 1.

Colorado Springs, Colorado

Clifton Larson allen LLG

March 25, 2023

Certificate Of Completion

Envelope Id: F3F1192AE28E425D9EFCF71184E608CD

Subject: Complete with DocuSign: Conexus MD No. 1 - 2022 Audit Exemption.pdf

Client Name: Conexus Metropolitan District No. 1

Client Number: A103949

Source Envelope:

Document Pages: 8 Signatures: 3

Initials: 0 Certificate Pages: 5

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-06:00) Central Time (US & Canada)

Envelope Originator:

Status: Completed

CJ Cook

220 S 6th St Ste 300

Minneapolis, MN 55402-1418 cj.cook@claconnect.com IP Address: 50.169.146.162

Record Tracking

Status: Original

3/27/2023 10:52:28 AM

Holder: CJ Cook

cj.cook@claconnect.com

Location: DocuSign

Signer Events

Brock Chapman brc@schuck-chapman.com

Security Level: Email, Account Authentication

(None)

Signature DocuSigned by:

Brock Chapman

Signature Adoption: Pre-selected Style Using IP Address: 73.169.64.207

Timestamp

Sent: 3/27/2023 10:57:11 AM Resent: 3/28/2023 11:26:26 AM Resent: 3/29/2023 9:30:49 AM

Viewed: 3/29/2023 9:32:39 AM Signed: 3/29/2023 9:32:53 AM

Electronic Record and Signature Disclosure:

Accepted: 3/29/2023 9:32:39 AM

ID: 114fbd9b-198a-48f7-a90b-cf6e758233b2

Mike DeGrant

mkd@schuck-chapman.com

Board President

Security Level: Email, Account Authentication

(None)

Mike De Grant A810212C32DD431..

DocuSigned by:

Signature Adoption: Pre-selected Style Using IP Address: 76.154.66.180

Sent: 3/27/2023 10:57:12 AM Viewed: 3/27/2023 3:49:29 PM

Signed: 3/27/2023 3:54:15 PM

Electronic Record and Signature Disclosure:

Accepted: 3/28/2021 11:55:13 AM

ID: efdc2f42-3485-41eb-99dd-e556506d9104

Steven L Everson

sle@schuck-chapman.com

Security Level: Email, Account Authentication

(None)

Steven 1, Everson

Using IP Address: 73.153.225.192

DocuSigned by:

Signature Adoption: Pre-selected Style

Sent: 3/27/2023 10:57:12 AM Viewed: 3/27/2023 11:13:50 AM Signed: 3/27/2023 11:15:36 AM

Electronic Record and Signature Disclosure:

Accepted: 3/27/2023 11:13:50 AM

ID: 56b56c4e-a623-48cc-a6d1-46cc4c20709c

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	3/27/2023 10:57:13 AM		
Envelope Updated	Security Checked	3/29/2023 9:52:05 AM		
Certified Delivered	Security Checked	3/27/2023 11:13:50 AM		
Signing Complete	Security Checked	3/27/2023 11:15:36 AM		
Completed	Security Checked	3/29/2023 9:52:05 AM		
Payment Events	Status	Timestamps		
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.

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.

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