

**APPLICATION FOR EXEMPTION FROM AUDIT****LONG FORM**NAME OF GOVERNMENT  
ADDRESS

Divide MPC Metropolitan District No. 1
8390 E Crescent Parkway
Suite 300
Greenwood Village, CO 80111
Kevin Collins
303-779-5710
Kevin.Collins@claconnect.com
303-779-0348

For the Year Ended  
12/31/2018  
or fiscal year ended:CONTACT PERSON  
PHONE  
EMAIL  
FAX**CERTIFICATION OF PREPARER**

I certify that I am an independent accountant with knowledge of governmental accounting and that the information in the Application is complete and accurate to the best of my knowledge. I am aware that the Audit Law requires that a person independent of the entity complete the application if revenues or expenditure are at least \$100,000 but not more than \$750,000, and that independent means someone who is separate from the entity.

NAME:  
TITLE  
FIRM NAME (if applicable)  
ADDRESS  
PHONE  
DATE PREPARED  
RELATIONSHIP TO ENTITY

Kevin Collins
Accountant for the District
CliftonLarsonAllen LLP
8390 E Crescent Parkway, Suite 300, Greenwood Village, CO 80111
303-779-5710
3/12/2019
CPA Firm providing accounting services to the District

**PREPARER** (SIGNATURE REQUIRED)**SEE ATTACHED ACCOUNTANT'S COMPILATION REPORT**

Has the entity filed for, or has the district filed, a Title 32, Article 1 Special District Notice of Inactive Status during the year? [Applicable to Title 32 special districts only, pursuant to Sections 32-1-103 (9.3) and 32-1-104 (3), C.R.S.]

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If Yes, date filed:

**PART 1 - FINANCIAL STATEMENTS - BALANCE SHEET**

\* Indicate Name of Fund

NOTE: Attach additional sheets as necessary.

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
		General Fund	Fund*		Water Fund	Fund*	
<b>Assets</b>				<b>Assets</b>			
1-1	Cash & Cash Equivalents	\$ 40,484	\$ -	Cash & Cash Equivalents	\$ 30,826	\$ -	
1-2	Investments	\$ -	\$ -	Investments	\$ -	\$ -	
1-3	Receivables	\$ -	\$ -	Receivables	\$ 10,743	\$ -	
1-4	Due from Other Entities or Funds	\$ -	\$ -	Due from Other Entities or Funds	\$ -	\$ -	
	All Other Assets [specify...]			Other Current Assets	\$ 700	\$ -	
1-5	Prepaid expenditures	\$ 7,368	\$ -	<b>Total Current Assets</b>	\$ 42,269	\$ -	
1-6		\$ -	\$ -	Capital Assets, net (from Part 6-4)	\$ 777,605	\$ -	
1-7		\$ -	\$ -	Other Long Term Assets [specify...]	\$ -	\$ -	
1-8		\$ -	\$ -		\$ -	\$ -	
1-9		\$ -	\$ -		\$ -	\$ -	
1-10		\$ -	\$ -		\$ -	\$ -	
1-11	(add lines 1-1 through 1-10) <b>TOTAL ASSETS</b>	\$ 47,852	\$ -	(add lines 1-1 through 1-10) <b>TOTAL ASSETS</b>	\$ 819,874	\$ -	
1-12	<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	\$ -	\$ -	<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	\$ -	\$ -	
1-13	<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	\$ 47,852	\$ -	<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	\$ 819,874	\$ -	
<b>Liabilities</b>				<b>Liabilities</b>			
1-14	Accounts Payable	\$ 6,361	\$ -	Accounts Payable	\$ 7,529	\$ -	
1-15	Accrued Payroll and Related Liabilities	\$ -	\$ -	Accrued Payroll and Related Liabilities	\$ -	\$ -	
1-16	Accrued Interest Payable	\$ -	\$ -	Accrued Interest Payable	\$ -	\$ -	
1-17	Due to Other Entities or Funds	\$ -	\$ -	Due to Other Entities or Funds	\$ -	\$ -	
1-18	All Other Current Liabilities	\$ -	\$ -	All Other Current Liabilities	\$ -	\$ -	
1-19	<b>TOTAL CURRENT LIABILITIES</b>	\$ 6,361	\$ -	<b>TOTAL CURRENT LIABILITIES</b>	\$ 7,529	\$ -	
1-20	All Other Liabilities [specify...]	\$ -	\$ -	Proprietary Debt Outstanding (from Part 4-4)	\$ 174,844	\$ -	
1-21		\$ -	\$ -	Other Liabilities [specify...]:	\$ -	\$ -	
1-22		\$ -	\$ -		\$ -	\$ -	
1-23		\$ -	\$ -		\$ -	\$ -	
1-24		\$ -	\$ -		\$ -	\$ -	
1-25		\$ -	\$ -		\$ -	\$ -	
1-26		\$ -	\$ -		\$ -	\$ -	
1-27		\$ -	\$ -		\$ -	\$ -	
1-28	(add lines 1-19 through 1-27) <b>TOTAL LIABILITIES</b>	\$ 6,361	\$ -	(add lines 1-19 through 1-27) <b>TOTAL LIABILITIES</b>	\$ 182,373	\$ -	
1-29	<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	\$ -	\$ -	<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	\$ -	\$ -	
<b>Fund Balance</b>				<b>Net Position</b>			
1-30	Nonspendable Prepaid	\$ 7,368	\$ -	Net Investment in Capital Assets	\$ 602,761	\$ -	
1-31	Nonspendable Inventory	\$ -	\$ -				
1-32	Restricted [specify...] Emergency reserve	\$ 2,400	\$ -	Emergency Reserves	\$ -	\$ -	
1-33	Committed [specify...]	\$ -	\$ -	Other Designations/Reserves	\$ 29,500	\$ -	
1-34	Assigned [specify...]	\$ -	\$ -	Restricted	\$ -	\$ -	
1-35	Unassigned:	\$ 31,723	\$ -	Undesignated/Unreserved/Unrestricted	\$ 5,240	\$ -	
1-36	Add lines 1-30 through 1-35 This total should be the same as line 3-33 <b>TOTAL FUND BALANCE</b>	\$ 41,491	\$ -	Add lines 1-30 through 1-35 This total should be the same as line 3-33 <b>TOTAL NET POSITION</b>	\$ 637,501	\$ -	
1-37	Add lines 1-28, 1-29 and 1-36 This total should be the same as line 1-13 <b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE</b>	\$ 47,852	\$ -	Add lines 1-28, 1-29 and 1-36 This total should be the same as line 1-13 <b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION</b>	\$ 819,874	\$ -	

## PART 2 - FINANCIAL STATEMENTS - OPERATING STATEMENT - REVENUES

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
		General Fund	Fund*		Water Fund	Fund*	
<b>Tax Revenue</b>				<b>Tax Revenue</b>			
2-1	Property [include mills levied in Question 10-6]	\$ -	\$ -	Property [include mills levied in Question 10-6]	\$ -	\$ -	
2-2	Specific Ownership	\$ -	\$ -	Specific Ownership	\$ -	\$ -	
2-3	Sales and Use Tax	\$ -	\$ -	Sales and Use Tax	\$ -	\$ -	
2-4	Other Tax Revenue [specify...]:	\$ -	\$ -	Other Tax Revenue [specify...]:	\$ -	\$ -	
2-5	Reimbursed expenses	\$ 5,000	\$ -		\$ -	\$ -	
2-6	PIF	\$ 17,481	\$ -		\$ -	\$ -	
2-7		\$ -	\$ -		\$ -	\$ -	
2-8	<b>Add lines 2-1 through 2-7 TOTAL TAX REVENUE</b>	\$ 22,481	\$ -	<b>Add lines 2-1 through 2-7 TOTAL TAX REVENUE</b>	\$ -	\$ -	
2-9	Licenses and Permits	\$ -	\$ -	Licenses and Permits	\$ -	\$ -	
2-10	Highway Users Tax Funds (HUTF)	\$ -	\$ -	Highway Users Tax Funds (HUTF)	\$ -	\$ -	
2-11	Conservation Trust Funds (Lottery)	\$ -	\$ -	Conservation Trust Funds (Lottery)	\$ -	\$ -	
2-12	Community Development Block Grant	\$ -	\$ -	Community Development Block Grant	\$ -	\$ -	
2-13	Fire & Police Pension	\$ -	\$ -	Fire & Police Pension	\$ -	\$ -	
2-14	Grants	\$ -	\$ -	Grants	\$ -	\$ -	
2-15	Donations	\$ -	\$ -	Donations	\$ -	\$ -	
2-16	Charges for Sales and Services	\$ -	\$ -	Charges for Sales and Services	\$ 103,696	\$ -	
2-17	Rental Income	\$ -	\$ -	Rental Income	\$ -	\$ -	
2-18	Fines and Forfeits	\$ -	\$ -	Fines and Forfeits	\$ -	\$ -	
2-19	Interest/Investment Income	\$ 105	\$ -	Interest/Investment Income	\$ -	\$ -	
2-20	Tap Fees	\$ -	\$ -	Tap Fees	\$ 45,450	\$ -	
2-21	Proceeds from Sale of Capital Assets	\$ -	\$ -	Proceeds from Sale of Capital Assets	\$ -	\$ -	
2-22	All Other [specify...]:	\$ -	\$ -	All Other [specify...]:	\$ 1,697	\$ -	
2-23	Transfer from Divide MPC Metro District #2	\$ 57,000	\$ -		\$ -	\$ -	
2-24	<b>Add lines 2-8 through 2-23 TOTAL REVENUES</b>	\$ 79,586	\$ -	<b>Add lines 2-8 through 2-23 TOTAL REVENUES</b>	\$ 150,843	\$ -	
<b>Other Financing Sources</b>				<b>Other Financing Sources</b>			
2-25	Debt Proceeds	\$ -	\$ -	Debt Proceeds	\$ -	\$ -	
2-26	Developer Advances	\$ -	\$ -	Developer Advances	\$ -	\$ -	
2-27	Other [specify...]:	\$ -	\$ -	Other [specify...]:	\$ -	\$ -	
2-28	<b>Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES</b>	\$ -	\$ -	<b>Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES</b>	\$ -	\$ -	<b>GRAND TOTALS</b>
2-29	<b>Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	\$ 79,586	\$ -	<b>Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	\$ 150,843	\$ -	<b>\$ 230,429</b>

IF GRAND TOTAL REVENUES AND OTHER FINANCING SOURCES for all funds (Line 2-29) are GREATER than \$750,000 -STOP. You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance.

**PART 3 - FINANCIAL STATEMENTS - OPERATING STATEMENT - EXPENDITURES**

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
		General Fund	Fund*		Water Fund	Fund*	
	<b>Expenditures</b>			<b>Expenditures</b>			
3-1	General Government	\$ 72,957	\$ -	General Operating & Administrative	\$ 117,887	\$ -	
3-2	Judicial	\$ -	\$ -	Salaries	\$ -	\$ -	
3-3	Law Enforcement	\$ -	\$ -	Payroll Taxes	\$ -	\$ -	
3-4	Fire	\$ -	\$ -	Contract Services	\$ -	\$ -	
3-5	Highways & Streets	\$ -	\$ -	Employee Benefits	\$ -	\$ -	
3-6	Solid Waste	\$ -	\$ -	Insurance	\$ -	\$ -	
3-7	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	Accounting and Legal Fees	\$ -	\$ -	
3-8	Health	\$ -	\$ -	Repair and Maintenance	\$ -	\$ -	
3-9	Culture and Recreation	\$ -	\$ -	Supplies	\$ -	\$ -	
3-10	Transfers to other districts	\$ -	\$ -	Utilities	\$ -	\$ -	
3-11	Other [specify...]:	\$ -	\$ -	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	
3-12		\$ -	\$ -	Other [specify...]	\$ -	\$ -	
3-13		\$ -	\$ -		\$ -	\$ -	
3-14	Capital Outlay	\$ -	\$ -	Capital Outlay	\$ -	\$ -	
	Debt Service			Debt Service			
3-15	Principal	\$ -	\$ -	Principal	\$ 13,939	\$ -	
3-16	Interest	\$ -	\$ -	Interest	\$ 1,943	\$ -	
3-17	Bond Issuance Costs	\$ -	\$ -	Bond Issuance Costs	\$ -	\$ -	
3-18	Developer Principal Repayments	\$ 30,950	\$ -	Developer Principal Repayments	\$ -	\$ -	
3-19	Developer Interest Repayments	\$ -	\$ -	Developer Interest Repayments	\$ -	\$ -	
3-20	All Other [specify...]:	\$ -	\$ -	All Other [specify...]:	\$ -	\$ -	
3-21		\$ -	\$ -		\$ -	\$ -	
3-22	<b>Add lines 3-1 through 3-21 TOTAL EXPENDITURES</b>	\$ 103,907	\$ -	<b>Add lines 3-1 through 3-21 TOTAL EXPENDITURES</b>	\$ 133,769	\$ -	<b>GRAND TOTAL</b>
3-23	Interfund Transfers (In)	\$ (40,178)	\$ -	Net Interfund Transfers (In) Out	\$ 40,178	\$ -	\$ 237,676
3-24	Interfund Transfers Out	\$ -	\$ -	Other [specify...][enter negative for expense]	\$ -	\$ -	
3-25	Other Expenditures (Revenues):	\$ -	\$ -	Depreciation	\$ 27,090	\$ -	
3-26		\$ -	\$ -	Other Financing Sources (Uses) (from line 2-28)	\$ -	\$ -	
3-27		\$ -	\$ -	Capital Outlay (from line 3-14)	\$ -	\$ -	
3-28		\$ -	\$ -	Debt Principal (from line 3-15, 3-18)	\$ 13,939	\$ -	
3-29	<b>(Add lines 3-23 through 3-28) TOTAL TRANSFERS AND OTHER EXPENDITURES</b>	\$ (40,178)	\$ -	<b>(Line 3-26, plus line 3-27, less line 3-24, less line 3-25) TOTAL GAAP RECONCILING ITEMS</b>	\$ (13,151)	\$ -	
3-30	Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures Line 2-29, less line 3-22, plus line 3-29	\$ 15,857	\$ -	Net Increase (Decrease) in Net Position Line 2-29, less line 3-22, plus line 3-29, plus line 3-23, less line 3-24	\$ (36,255)	\$ -	
3-31	Fund Balance, January 1 from December 31 prior year report	\$ 25,634	\$ -	Net Position, January 1 from December 31 prior year report	\$ 673,757	\$ -	
3-32	Prior Period Adjustment (MUST explain)	\$ -	\$ -	Prior Period Adjustment (MUST explain)	\$ -	\$ -	
3-33	Fund Balance, December 31 Sum of Line 3-30, 3-31, and 3-32 This total should be the same as line 1-36.	\$ 41,491	\$ -	Net Position, December 31 Line 3-30 plus line 3-31 This total should be the same as line 1-36.	\$ 637,502	\$ -	

**IF GRAND TOTAL EXPENDITURES for all funds (Line 3-22) are GREATER than \$750,000 - STOP. You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance.**

### PART 4 - DEBT OUTSTANDING, ISSUED, AND RETIRED

Please answer the following questions by marking the appropriate boxes.

YES                      NO

Please use this space to provide any explanations or comments:

- 4-1 Does the entity have outstanding debt?  YES     NO
- 4-2 Is the debt repayment schedule attached? If no, MUST explain:  YES     NO
- 4-3 Is the entity current in its debt service payments? If no, MUST explain:  YES     NO

4-2 In addition to notes/loans, the District has debt comprised of developer advances, which are not general obligation debt. Repayment of advances is subject to annual appropriation if and when eligible funds become available. 4-

8 Lease expense is recorded according to Section 6, Condition Precedent, under the Water Lease Agreement dated August 29, 2007, where the District's obligations under the Agreement shall be conditioned upon the annual appropriation of sufficient funds by the District to complete the transactions as contemplated by the Agreement.

4-4 Please complete the following debt schedule, if applicable: (please only include principal amounts)

	Outstanding at beginning of year*	Issued during year	Retired during year	Outstanding at year-end
General obligation bonds	\$ -	\$ -	\$ -	\$ -
Revenue bonds	\$ -	\$ -	\$ -	\$ -
Notes/Loans	\$ 188,783	\$ -	\$ 13,940	\$ 174,843
Leases	\$ -	\$ -	\$ -	\$ -
Developer Advances	\$ 4,319,664	\$ -	\$ -	\$ 4,319,664
Other (specify): Interest on Developer Advances	\$ 4,447,859	\$ 407,257	\$ 30,950	\$ 4,824,166
<b>TOTAL</b>	<b>\$ 8,956,306</b>	<b>\$ 407,257</b>	<b>\$ 44,890</b>	<b>\$ 9,318,673</b>

\*must agree to prior year ending balance

Please answer the following questions by marking the appropriate boxes.

YES                      NO

- 4-5 Does the entity have any authorized, but unissued, debt?  YES     NO
- If yes: How much?
- Date the debt was authorized:
- 4-6 Does the entity intend to issue debt within the next calendar year?  YES     NO
- If yes: How much?
- 4-7 Does the entity have debt that has been refinanced that it is still responsible for?  YES     NO
- If yes: What is the amount outstanding?
- 4-8 Does the entity have any lease agreements?  YES     NO
- If yes: What is being leased?
- What is the original date of the lease?
- Number of years of lease?
- Is the lease subject to annual appropriation?  YES     NO
- What are the annual lease payments?

### PART 5 - CASH AND INVESTMENTS

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

AMOUNT                      TOTAL

Please use this space to provide any explanations or comments:

5-1 YEAR-END Total of ALL Checking and Savings accounts	\$ 71,310		
5-2 Certificates of deposit	\$ -		
<b>TOTAL CASH DEPOSITS</b>		<b>\$ 71,310</b>	

Investments (if investment is a mutual fund, please list underlying investments):

	\$ -		
	\$ -		
5-3	\$ -		
	\$ -		
<b>TOTAL INVESTMENTS</b>		<b>\$ -</b>	
<b>TOTAL CASH AND INVESTMENTS</b>		<b>\$ 71,310</b>	

Please answer the following question by marking in the appropriate box

YES                      NO                      N/A

- 5-4 Are the entity's Investments legal in accordance with Section 24-75-601, et. seq., C.R.S.?  YES     NO     N/A
- 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, MUST explain:  YES     NO     N/A

### PART 6 - CAPITAL ASSETS

Please answer the following question by marking in the appropriate box YES NO Please use this space to provide any explanations or comments:

- 6-1 Does the entity have capitalized assets?  YES  NO
- 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:  YES  NO

**6-3 Complete the following Capital Assets table for GOVERNMENTAL FUNDS:**

	Balance - beginning of the year*	Additions	Deletions	Year-End Balance
Land	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ 1,502,650	\$ -	\$ -	\$ 1,502,650
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation (Enter a negative, or credit, balance)	\$ (468,783)	\$ (53,912)	\$ -	\$ (522,695)
<b>TOTAL</b>	<b>\$ 1,033,867</b>	<b>\$ (53,912)</b>	<b>\$ -</b>	<b>\$ 979,955</b>

**6-4 Complete the following Capital Assets table for PROPRIETARY FUNDS:**

	Balance - beginning of the year*	Additions	Deletions	Year-End Balance
Land	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ 1,083,589	\$ -	\$ -	\$ 1,083,589
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation (Enter a negative, or credit, balance)	\$ (278,895)	\$ (27,089)	\$ -	\$ (305,984)
<b>TOTAL</b>	<b>\$ 804,694</b>	<b>\$ (27,089)</b>	<b>\$ -</b>	<b>\$ 777,605</b>

\*must agree to prior year ending balance

### PART 7 - PENSION INFORMATION

Please answer the following question by marking in the appropriate box YES NO Please use this space to provide any explanations or comments:

- 7-1 Does the entity have an "old hire" firemen's pension plan?  YES  NO
- 7-2 Does the entity have a volunteer firemen's pension plan?  YES  NO

If yes: Who administers the plan?

Indicate the contributions from:

Tax (property, SO, sales, etc.):	\$	-
State contribution amount:	\$	-
Other (gifts, donations, etc.):	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>-</b>

What is the monthly benefit paid for 20 years of service per retiree as of Jan 1? \$ -

**PART 8 - BUDGET INFORMATION**

Please answer the following question by marking in the appropriate box		YES	NO	N/A	Please use this space to provide any explanations or comments:	
8-1	Did the entity file a current year budget with the Department of Local Affairs, in accordance with Section 29-1-113 C.R.S.? If no, MUST explain:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		8-2 The Capital Projects Fund expenditures and appropriations are reported in the General Fund for reporting purposes.
8-2	Did the entity pass an appropriations resolution in accordance with Section 29-1-108 C.R.S.? If no, MUST explain:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
If yes: Please indicate the amount budgeted for each fund for the year reported						
		Fund Name	Budgeted Expenditures			
		General Fund	\$	88,394		
		Water Facility Fund	\$	566,018		
		Capital Projects Fund	\$	400,000		
			\$	-		

**PART 9 - TAX PAYER'S BILL OF RIGHTS (TABOR)**

Please answer the following question by marking in the appropriate box		YES	NO	Please use this space to provide any explanations or comments:
9-1	Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]? government from the 3 percent emergency reserve requirement. All governments should determine if they meet this	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**PART 10 - GENERAL INFORMATION**

Please answer the following question by marking in the appropriate box		YES	NO	Please use this space to provide any explanations or comments:
10-1	Is this application for a newly formed governmental entity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If yes: Date of formation: <input type="text"/>				
10-2	Has the entity changed its name in the past or current year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If Yes: NEW name <input type="text"/>				
PRIOR name <input type="text"/>				
10-3	Is the entity a metropolitan district?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10-4	Please indicate what services the entity provides:			
<input type="text" value="See note"/>				
10-5	Does the entity have an agreement with another government to provide services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If yes: List the name of the other governmental entity and the services provided:				
<input type="text" value="See note"/>				
10-6	Does the entity have a certified mill levy?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If yes: Please provide the number of mills levied for the year reported (do not enter \$ amounts):				
		Bond Redemption mills	0.000	
		General/Other mills	0.000	
		<b>Total mills</b>	0.000	

Please use this space to provide any additional explanations or comments not previously included:

The District has three debt covenants. For the year ended 12/31/18, the District's Annual Debt Service Ratio is greater than > 1.10. The operations and maintenance reserve is equal to three months of expenditures. The percentage of current assets as a percentage of operating expenses exceeds 25%.

**OSA USE ONLY**

Entity Wide:		General Fund		Governmental Funds		Notes
Unrestricted Cash & Investments	\$ 71,310	Unrestricted Fund Balan	\$ 31,723	Total Tax Revenue	\$ 22,481	
Current Liabilities	\$ 13,890	Total Fund Balance	\$ 41,491	Revenue Paying Debt Service	\$ -	
Deferred Inflow	\$ -	PY Fund Balance	\$ 25,634	Total Revenue	\$ 79,586	
		Total Revenue	\$ 79,586	Total Debt Service Principal	\$ -	
		Total Expenditures	\$ 103,907	Total Debt Service Interest	\$ -	
		Interfund In	\$ (40,178)			
<b>Governmental</b>		Interfund Out	\$ -	<b>Enterprise Funds</b>		
Total Cash & Investments	\$ 40,484			Net Position	\$ 637,502	
Transfers In	\$ (40,178)	<b>Proprietary</b>		PY Net Position	\$ 673,757	
Transfers Out	\$ -	- Current Assets	\$ 42,269			
Property Tax	\$ -	- Deferred Outflow	\$ -	<b>Government-Wide</b>		
Debt Service Principal	\$ -	- Current Liabilities	\$ 7,529	Total Outstanding Debt	\$ 9,318,673	
Total Expenditures	\$ 103,907	Deferred Inflow	\$ -	Authorized but Unissued	\$ 91,000,000	
Total Developer Advances	\$ -	- Cash & Investments	\$ 30,826	Year Authorized	\$ 37,201	
Total Developer Repayments	\$ 30,950	Principal Expense	\$ 13,939			



**PART 12 - 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 Procedures**

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.

Below is the certification and approval of the governing board. By signing the board member is certifying they are a duly elected or appointed officer of the local government. Governing board members may be verified. Also by signing, the board member certifies that this Application for Exemption from Audit has been prepared consistent with Section 29-1-604, C.R.S., which states that a governmental agency with revenue and expenditures of \$750,000 or less must have an application prepared by an independent accountant with knowledge of governmental accounting; completed to the best of their knowledge and is accurate and true. Use additional pages if needed.

Print the names of all current governing board members below.

A MAJORITY of the governing board members must complete and sign in the column below.

Board Member	Print Board Member's Name	I, _____, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.
1	Kimberly Clark	I, Kimberly Clark, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>Kimberly Clark</u> Date: <u>3/28/2019</u> My term Expires: May 2020
2	Erin Mohr	I, Erin Mohr, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>Erin Mohr</u> Date: <u>3/28/2019</u> My term Expires: May 2022
3	Joshua Overton	I, Joshua Overton, attest that 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 2022
4	Douglas Page	I, Douglas Page, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>Douglas Page</u> Date: <u>3/28/2019</u> My term Expires: May 2020
5	William Page	I, William Page, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>William Page</u> Date: <u>3/28/2019</u> My term Expires: May 2020
6	Print Board Member's Name	I, _____, attest that 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: _____
7	Print Board Member's Name	I, _____, attest that 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: _____

**EXHIBIT C**  
**DRINKING WATER REVOLVING FUND**  
**ARRA**  
**LOAN REPAYMENT SCHEDULE**  
**DIVIDE MPC METROPOLITAN DISTRICT NO. 1, COLORADO, ACTING BY AND THROUGH ITS WATER ACTIVITY ENTERPRISE**

On or before the first of each date, commencing on November 1, 2010 the  
 Governmental Agency shall pay the amount set forth below.

LOAN DATE:	9/4/09
LOAN AMOUNT:	\$145,930
INTEREST RATE:	0.000%
TERM (YEARS):	20

PAYMENT DATES	PAYMENT	PRINCIPAL	REMAINING PRINCIPAL	CALCULATED INTEREST
			\$145,930.00	
11/1/2010	\$3,648.25	\$3,648.25	\$142,281.75	\$0.00
5/1/2011	\$3,648.25	\$3,648.25	\$138,633.50	\$0.00
11/1/2011	\$3,648.25	\$3,648.25	\$134,985.25	\$0.00
5/1/2012	\$3,648.25	\$3,648.25	\$131,337.00	\$0.00
11/1/2012	\$3,648.25	\$3,648.25	\$127,688.75	\$0.00
5/1/2013	\$3,648.25	\$3,648.25	\$124,040.50	\$0.00
11/1/2013	\$3,648.25	\$3,648.25	\$120,392.25	\$0.00
5/1/2014	\$3,648.25	\$3,648.25	\$116,744.00	\$0.00
11/1/2014	\$3,648.25	\$3,648.25	\$113,095.75	\$0.00
5/1/2015	\$3,648.25	\$3,648.25	\$109,447.50	\$0.00
11/1/2015	\$3,648.25	\$3,648.25	\$105,799.25	\$0.00
5/1/2016	\$3,648.25	\$3,648.25	\$102,151.00	\$0.00
11/1/2016	\$3,648.25	\$3,648.25	\$98,502.75	\$0.00
5/1/2017	\$3,648.25	\$3,648.25	\$94,854.50	\$0.00
11/1/2017	\$3,648.25	\$3,648.25	\$91,206.25	\$0.00
5/1/2018	\$3,648.25	\$3,648.25	\$87,558.00	\$0.00
11/1/2018	\$3,648.25	\$3,648.25	\$83,909.75	\$0.00
5/1/2019	\$3,648.25	\$3,648.25	\$80,261.50	\$0.00
11/1/2019	\$3,648.25	\$3,648.25	\$76,613.25	\$0.00
5/1/2020	\$3,648.25	\$3,648.25	\$72,965.00	\$0.00
11/1/2020	\$3,648.25	\$3,648.25	\$69,316.75	\$0.00
5/1/2021	\$3,648.25	\$3,648.25	\$65,668.50	\$0.00
11/1/2021	\$3,648.25	\$3,648.25	\$62,020.25	\$0.00
5/1/2022	\$3,648.25	\$3,648.25	\$58,372.00	\$0.00
11/1/2022	\$3,648.25	\$3,648.25	\$54,723.75	\$0.00
5/1/2023	\$3,648.25	\$3,648.25	\$51,075.50	\$0.00
11/1/2023	\$3,648.25	\$3,648.25	\$47,427.25	\$0.00
5/1/2024	\$3,648.25	\$3,648.25	\$43,779.00	\$0.00
11/1/2024	\$3,648.25	\$3,648.25	\$40,130.75	\$0.00
5/1/2025	\$3,648.25	\$3,648.25	\$36,482.50	\$0.00
11/1/2025	\$3,648.25	\$3,648.25	\$32,834.25	\$0.00
5/1/2026	\$3,648.25	\$3,648.25	\$29,186.00	\$0.00
11/1/2026	\$3,648.25	\$3,648.25	\$25,537.75	\$0.00
5/1/2027	\$3,648.25	\$3,648.25	\$21,889.50	\$0.00
11/1/2027	\$3,648.25	\$3,648.25	\$18,241.25	\$0.00
5/1/2028	\$3,648.25	\$3,648.25	\$14,593.00	\$0.00
11/1/2028	\$3,648.25	\$3,648.25	\$10,944.75	\$0.00
5/1/2029	\$3,648.25	\$3,648.25	\$7,296.50	\$0.00
11/1/2029	\$3,648.25	\$3,648.25	\$3,648.25	\$0.00
5/1/2030	\$3,648.25	\$3,648.25	\$0.00	\$0.00
<b>Total</b>	<b>\$145,930.00</b>	<b>\$145,930.00</b>		<b>\$0.00</b>

**EXHIBIT C  
DRINKING WATER REVOLVING FUND  
LOAN REPAYMENT SCHEDULE  
DIVIDE MPC METROPOLITAN DISTRICT NO. 1, COLORADO  
ACTING BY AND THROUGH ITS WATER ACTIVITY ENTERPRISE**

On or before the first of each date, commencing on May 1, 2011 the  
Governmental Agency shall pay the amount set forth below:

<b>LOAN DATE:</b>	<b>CLOSING DATE</b>
<b>LOAN AMOUNT:</b>	<b>\$139,580</b>
<b>INTEREST RATE:</b>	<b>2.00%</b>
<b>TERM (YEARS):</b>	<b>20</b>

**INTEREST DATE:** 01/01/11

PAYMENT DATES	PAYMENT	PRINCIPAL	REMAINING PRINCIPAL	CALCULATED INTEREST	INTEREST ALLOCATION FOR AUTHORITY PURPOSES ONLY	
					INTEREST	ADMIN. FEE
			\$139,580.00			
5/1/2011	\$2,833.99	\$1,903.46	\$137,676.54	\$930.53	0.00	\$930.53
11/1/2011	\$4,280.58	\$2,903.81	\$134,772.73	\$1,376.77	0.00	\$1,376.77
5/1/2012	\$4,280.58	\$2,932.85	\$131,839.88	\$1,347.73	0.00	\$1,347.73
11/1/2012	\$4,280.58	\$2,962.18	\$128,877.70	\$1,318.40	0.00	\$1,318.40
5/1/2013	\$4,280.58	\$2,991.80	\$125,885.90	\$1,288.78	0.00	\$1,288.78
11/1/2013	\$4,280.58	\$3,021.72	\$122,864.18	\$1,258.86	0.00	\$1,258.86
5/1/2014	\$4,280.58	\$3,051.94	\$119,812.24	\$1,228.64	0.00	\$1,228.64
11/1/2014	\$4,280.58	\$3,082.46	\$116,729.78	\$1,198.12	0.00	\$1,198.12
5/1/2015	\$4,280.58	\$3,113.28	\$113,616.50	\$1,167.30	0.00	\$1,167.30
11/1/2015	\$4,280.58	\$3,144.41	\$110,472.09	\$1,136.17	0.00	\$1,136.17
5/1/2016	\$4,280.58	\$3,175.86	\$107,296.23	\$1,104.72	0.00	\$1,104.72
11/1/2016	\$4,280.58	\$3,207.62	\$104,088.61	\$1,072.96	0.00	\$1,072.96
5/1/2017	\$4,280.58	\$3,239.69	\$100,848.92	\$1,040.89	0.00	\$1,040.89
11/1/2017	\$4,280.58	\$3,272.09	\$97,576.83	\$1,008.49	0.00	\$1,008.49
5/1/2018	\$4,280.58	\$3,304.81	\$94,272.02	\$975.77	0.00	\$975.77
11/1/2018	\$4,280.58	\$3,337.86	\$90,934.16	\$942.72	0.00	\$942.72
5/1/2019	\$4,280.58	\$3,371.24	\$87,562.92	\$909.34	0.00	\$909.34
11/1/2019	\$4,280.58	\$3,404.95	\$84,157.97	\$875.63	0.00	\$875.63
5/1/2020	\$4,280.58	\$3,439.00	\$80,718.97	\$841.58	0.00	\$841.58
11/1/2020	\$4,280.58	\$3,473.39	\$77,245.58	\$807.19	0.00	\$807.19
5/1/2021	\$4,280.58	\$3,508.12	\$73,737.46	\$772.46	0.00	\$772.46
11/1/2021	\$4,280.58	\$3,543.21	\$70,194.25	\$737.37	0.00	\$737.37
5/1/2022	\$4,280.58	\$3,578.64	\$66,615.61	\$701.94	0.00	\$701.94
11/1/2022	\$4,280.58	\$3,614.42	\$63,001.19	\$666.16	0.00	\$666.16
5/1/2023	\$4,280.58	\$3,650.57	\$59,350.62	\$630.01	0.00	\$630.01
11/1/2023	\$4,280.58	\$3,687.07	\$55,663.55	\$593.51	0.00	\$593.51
5/1/2024	\$4,280.58	\$3,723.94	\$51,939.61	\$556.64	0.00	\$556.64
11/1/2024	\$4,280.58	\$3,761.18	\$48,178.43	\$519.40	0.00	\$519.40
5/1/2025	\$4,280.58	\$3,798.80	\$44,379.63	\$481.78	0.00	\$481.78
11/1/2025	\$4,280.58	\$3,836.78	\$40,542.85	\$443.80	0.00	\$443.80
5/1/2026	\$4,280.58	\$3,875.15	\$36,667.70	\$405.43	0.00	\$405.43
11/1/2026	\$4,280.58	\$3,913.90	\$32,753.80	\$366.68	0.00	\$366.68
5/1/2027	\$4,280.58	\$3,953.04	\$28,800.76	\$327.54	0.00	\$327.54
11/1/2027	\$4,280.58	\$3,992.57	\$24,808.19	\$288.01	0.00	\$288.01
5/1/2028	\$4,280.58	\$4,032.50	\$20,775.69	\$248.08	0.00	\$248.08
11/1/2028	\$4,280.58	\$4,072.82	\$16,702.87	\$207.76	0.00	\$207.76
5/1/2029	\$4,280.58	\$4,113.55	\$12,589.32	\$167.03	0.00	\$167.03
11/1/2029	\$4,280.58	\$4,154.69	\$8,434.63	\$125.89	0.00	\$125.89
5/1/2030	\$4,280.58	\$4,196.23	\$4,238.40	\$84.35	0.00	\$84.35
11/1/2030	\$4,280.78	\$4,238.40	\$0.00	\$42.38	0.00	\$42.38
<b>Total</b>	<b>\$169,776.81</b>	<b>\$139,580.00</b>		<b>\$30,196.81</b>	<b>\$0.00</b>	<b>\$30,196.81</b>



CliftonLarsonAllen LLP  
www.CLACONnect.com

## Accountant's Compilation Report

Board of Directors  
Divide MPC Metropolitan District No. 1  
Teller County, Colorado

Management is responsible for the accompanying Application for Exemption from Audit of Divide MPC Metropolitan District No. 1 as of and for the year ended December 31, 2018, 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 Divide MPC Metropolitan District No. 1.

*CliftonLarsonAllen LLP*

Greenwood Village, Colorado  
March 12, 2019

## Certificate Of Completion

Envelope Id: 4A87889B011C442B8DFE1DA5630E02E6	Status: Completed
Subject: Please DocuSign: Divide MPC Metropolitan District No. 1 Audit Exemption 2018.pdf	
Client Name: DIVIDE MPC METRO DISTRICT NO. 1	
Client Number: 011-042333-00	
Source Envelope:	
Document Pages: 12	Signatures: 4
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Sarfaraz Mian
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Sarfaraz.Mian@claconnect.com
	IP Address: 64.129.72.3

## Record Tracking

Status: Original	Holder: Sarfaraz Mian	Location: DocuSign
3/28/2019 5:10:15 PM	Sarfaraz.Mian@claconnect.com	

## Signer Events

Douglas Page  
doug@pcibuilders.com  
Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:  
**Douglas Page**  
1BAB0CDD0609411...

Signature Adoption: Pre-selected Style  
Using IP Address: 70.57.172.77

## Timestamp

Sent: 3/28/2019 5:23:48 PM  
Viewed: 3/28/2019 5:29:36 PM  
Signed: 3/28/2019 5:50:21 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 3/28/2019 5:29:36 PM  
ID: 598cc56b-41a0-4ff6-bba2-22ef73ca87ea

Erin Mohr  
erin@pcibuilders.com  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
**Erin Mohr**  
483CD791E4514B9...

Signature Adoption: Pre-selected Style  
Using IP Address: 174.209.3.82  
Signed using mobile

Sent: 3/28/2019 5:23:48 PM  
Viewed: 3/28/2019 5:56:28 PM  
Signed: 3/28/2019 5:56:55 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 3/28/2019 5:56:28 PM  
ID: eaf2ef66-5e76-488e-9a7e-cb6ae3ff6592

Kimberly Clark  
clarksonkd@gmail.com  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
**Kimberly Clark**  
6F2D0214FAA7472...

Signature Adoption: Pre-selected Style  
Using IP Address: 24.52.20.185

Sent: 3/28/2019 5:23:49 PM  
Viewed: 3/28/2019 5:26:57 PM  
Signed: 3/28/2019 5:28:01 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 3/28/2019 5:26:57 PM  
ID: fe856015-6caa-4352-935e-ce0fc61d8bd5

William Page  
lisaharrison@acninc.net  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
**William Page**  
2D06A5D7D3A341A...

Signature Adoption: Pre-selected Style  
Using IP Address: 24.52.20.185

Sent: 3/28/2019 5:23:49 PM  
Viewed: 3/28/2019 5:30:23 PM  
Signed: 3/28/2019 5:53:11 PM

<b>Signer Events</b>	<b>Signature</b>	<b>Timestamp</b>
----------------------	------------------	------------------

Electronic Record and Signature Disclosure:  
Not Offered via DocuSign

<b>In Person Signer Events</b>	<b>Signature</b>	<b>Timestamp</b>
--------------------------------	------------------	------------------

<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
-------------------------------	---------------	------------------

<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
------------------------------	---------------	------------------

<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
-------------------------------------	---------------	------------------

<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
----------------------------------	---------------	------------------

<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
---------------------------	---------------	------------------

<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
----------------------	------------------	------------------

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	3/28/2019 5:23:49 PM
Certified Delivered	Security Checked	3/29/2019 10:35:17 AM
Signing Complete	Security Checked	3/29/2019 10:35:17 AM
Completed	Security Checked	3/29/2019 10:35:17 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
-----------------------	---------------	-------------------

<b>Electronic Record and Signature Disclosure</b>
---

## **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](mailto: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](mailto: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](mailto: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](mailto: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>.

### **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 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.