

**MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
AEROTROPOLIS AREA COORDINATING  
METROPOLITAN DISTRICT (“DISTRICT”)  
HELD  
JANUARY 25, 2021**

A special meeting of the Board of Directors of the District, County of Adams (referred to hereafter as the “Board”) was convened on Monday, January 25, 2021, at 3:05 p.m., at the Information Center, 3900 E. 470 Beltway, Aurora, Colorado 80019. Due to concerns regarding the spread of the Coronavirus (COVID-19) and the benefits to the control of the spread of the virus by limiting in-person contact, the District Board meeting was held and properly noticed to be held via video enabled web conference, with Director Shearon attending in person at the physical meeting location. The meeting was open to the public via videoconference.

**Directors In Attendance Were:**

Matt Hopper  
Michael Sheldon  
Carla Ferreira  
Cynthia (“Cindy”) Shearon (at physical location)

**Also In Attendance Was:**

MaryAnn McGeady, Esq. and Jon Hoistad, Esq.; McGeady Becher P.C.  
Tony Felitsky, Tony DeVito, Eric Antillon and Dave Center; AECOM Technical Services, Inc.  
Debra Sedgeley, Denise Denslow, Anna Jones and Celeste Terrell; CliftonLarsonAllen LLP  
Kamille Curylo, Esq. and Tanya Lawless, Esq.; Kutak Rock LLP  
Curren Vite: JHL Constructors, Inc.  
Robert Taylor; Consultant to the City of Aurora

**ADMINISTRATIVE  
MATTERS**

**Disclosure of Potential Conflicts of Interest:** Attorney Hoistad discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Board of Directors to the Secretary of State. The members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with statute. It was noted that the disclosures of potential conflicts of interest were filed with the Secretary of State for all Directors as required by statute. No new conflicts were disclosed.

**Quorum/Confirmation of Meeting Location/Posting of Notice:** A quorum for the special meeting was confirmed. The Board entered into a discussion

regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting. Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board determined that because there was not a suitable or convenient location within the District boundaries to conduct this meeting it was determined to conduct this meeting at the above-stated location, with Director Shearon attending in person. Due to concerns regarding the spread of COVID-19, and the benefits to the control of the virus by limiting in-person contact, the remaining Board members and consultants attended via videoconference. The Board further noted that notice providing the time, date and video link information was duly posted and that no objections, or any requests that the means of hosting the meeting be changed by taxpaying electors within the District's boundaries have been received.

**Agenda:** The Board considered the proposed Agenda for the District's special meeting.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried, the Agenda was approved, as presented.

**Public Comment:** Robert Taylor, an urban planning professional, introduced himself as a consultant engaged by the City of Aurora to work on master planned communities.

**CONSENT  
AGENDA**

The Board considered the following actions:

- A. Approval of December 23, 2020 special meeting minutes.

Following discussion, upon a motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board approved the Consent Agenda.

**LEGAL MATTERS**

**Resolution Providing Policy Regarding Recording of Public and Executive Session Meetings:** Attorney McGeady reviewed the executive session meeting procedure and related Resolution with the Board. Following discussion, upon a motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried by roll call, the Board adopted the Resolution Providing Policy Regarding Recording of Public and Executive Session Meetings.

**Resolution Regarding Colorado Open Records Act Requests:** Attorney McGeady reviewed the Resolution with the Board. Following discussion, upon a motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried by roll call, the Board approved the Resolution

Regarding Colorado Open Records Act Requests.

**Resolution Regarding the Retention and Disposal of Public Records and Adopting a Public Records Retention Schedule:**

Attorney McGeady reviewed the Resolution with the Board, noting that there are certain records that are required to be maintained according to state statute, but others need not be maintained in perpetuity. Attorney McGeady further advised that having a clear policy will ensure that the District will not be maintaining unnecessary records. Following discussion, upon a motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried by roll call, the Board approved the Resolution Regarding the Retention and Disposal of Public Records and Adopting a Public Records Retention Schedule.

**2021 Draw Processing Schedule:** Attorney McGeady reviewed the updated schedule with the Board, noting that Board meetings in 2021 would be held on the third Thursday of each month, starting at 1:00 p.m. Attorney McGeady advised the Board that participation by many individuals was required to change the Draw Processing Schedule, making the schedule change time consuming and costly.

**FINANCIAL MATTERS**

**Lender Funding Request and Payment of Claims for Operating Costs:** Ms. Sedgeley reviewed the Lender funding request with the Board. Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board acknowledged approval of the Lender funding request and approved payment of claims for operating costs in the amount of \$80,433.95.

**Schedule of Unaudited Financial Statements dated November 31, 2020 and Cash Position Report dated November 30, 2020, updated as of January 20, 2021:**

Ms. Sedgeley reviewed the Schedule of Unaudited Financial Statements and Cash Position Report with the Board. Following discussion, upon a motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried by roll call, the Board accepted the Schedule of Unaudited Financial Statements dated November 30, 2020 and the Cash Position Report dated November 30, 2020, updated as of January 20, 2021.

**The Aurora Highlands Community Authority Board (“CAB”) and District Engineer’s Report and Verification of Costs Associated with Public Improvements (Draw No. 31) Engineer’s Report and Verification of Costs No. 8 prepared by Schedio Group LLC (“Engineer’s Report”):**

Ms. Sedgeley reviewed the Engineer’s Report with the Board. Following discussion, upon a motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried by roll call, the Board approved the recommendation to the CAB for acceptance of the Engineer’s Report.

**CAPITAL  
PROJECTS**

**Draw Request No. 31:** Director Hopper reviewed Draw Request No. 31 with the Board.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried by roll call, the Board approved Draw Request No. 31, in the amount of \$4,256,990.28\*, as shown below:

CAB (A Bonds)	\$ 2,880,770.69
CAB (B Bonds)	\$ 40,288.34
ARTA	\$ 1,317,422.25
ATEC	\$ 18,509.00
Developer	\$ <u>0</u>
<b>Total:</b>	<b>\$4,256,990.28*</b>

**AEROTROPOLIS  
AREA  
COORDINATING  
CAPITAL  
PROJECTS**

**Task Order to the Master Service Agreement (“MSA”) by and between the District and AECOM Technical Services, Inc. for Program Management, Design and Construction Services for January Program Management Services:** Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried by roll call, the Board approved the **Task Order** to the MSA by and between the District and **AECOM Technical Services, Inc.** for Program Management, Design and Construction Services for January Program Management Services, in an amount to be determined, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 02 to the Construction Agreement by and between the District and Concrete Curb & Paving, LLC for 42<sup>nd</sup> P2 NS Collector Parkway (Concrete Weather Protection):** Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 02** to the Construction Agreement by and between the District and **Concrete Curb & Paving, LLC** for 42<sup>nd</sup> P2 NS Collector Parkway (Concrete Weather Protection), in the amount of \$7,365.70, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 03 to Construction Agreement by and between the District and Concrete Curb & Paving, LLC for 42<sup>nd</sup> P2 NS Collector Pkwy (Permit Reimbursement, Snow Removal, and Trickle Channel Removal):** Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 03** to Construction Agreement by and between the District and **Concrete Curb & Paving, LLC** for 42<sup>nd</sup> P2 NS Collector Pkwy (Permit Reimbursement, Snow Removal, and Trickle Channel Removal), in the amount of \$17,594.51, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Task Order No. 32 to MSA for Geotechnical Services by and between the District and CTL Thompson, Inc. for I-70 Interchange Design Report:**

Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Task Order No. 32** to MSA for Geotechnical Services by and between the District and **CTL Thompson, Inc.** for I-70 Interchange Design Report in the amount of \$17,000.00, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Task Order No. 33 to MSA for Geotechnical Services by and between the District and CTL Thompson, Inc. for Construction Observation and Materials Testing - P2 Entry Monument:**

Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Task Order No. 33** to MSA for Geotechnical Services by and between the District and **CTL Thompson, Inc.** for Construction Observation and Materials Testing - P2 Entry Monument in the amount of \$30,260.00, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Task Order No. 34 to MSA for Geotechnical Services by and between the District and CTL Thompson, Inc. for Construction Observation and Materials Testing - Community Markers 5A and 5B:**

Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Task Order No. 34** to MSA for Geotechnical Services by and between the District and **CTL Thompson, Inc.** for Construction Observation and Materials Testing - Community Markers 5A and 5B in the amount of \$4,877.00, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 03 to the Construction Agreement by and between the District and DCB Construction Company, Inc. for Entry Monument 5A and 5B (Winter Protection):**

Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 03** to the Construction Agreement by and between the District and **DCB Construction Company, Inc.** for Entry Monument 5A and 5B (Winter Protection) in the amount of \$1,459.00, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 05 to Construction Agreement by and between the District and Dynalectric Company for TAH Filing 1 Lighting (Relocation of Equipment and Materials):**

Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 05** to Construction Agreement by and between the District and **Dynalectric Company** for TAH Filing

1 Lighting (Relocation of Equipment and Materials) in the amount of \$6,777.00, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 06 to Construction Agreement by and between the District and Dynalectric Company for TAH Filing 1 Lighting (Installation of Temporary Light Poles and Solar Light Fixtures)**: Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 06** to Construction Agreement by and between the District and **Dynalectric Company** for TAH Filing 1 Lighting (Installation of Temporary Light Poles and Solar Light Fixtures) in the amount of \$43,178.38, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 07 to Construction Agreement by and between the District and Golden Triangle Construction, Inc. for Entry Monument P2 (Hinged Access Panel – per RFI #27)**: Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 07** to Construction Agreement by and between the District and **Golden Triangle Construction, Inc.** for Entry Monument P2 (Hinged Access Panel – per RFI #27) in the amount of \$2,714.00, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 07 to Construction Agreement by and between the District and Iron Woman Construction and Environmental Services, LLC for E470 and 38<sup>th</sup> Place P1 (Work Performed by Other Contractors)**: Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 07** to Construction Agreement by and between the District and **Iron Woman Construction and Environmental Services, LLC** for E470 and 38<sup>th</sup> Place P1 (Work Performed by Other Contractors) for a deduction in the amount of (\$90,651.93), upon review and recommendation by the Construction Committee.

**Change Order No. 12 to Construction Agreement by and between the District and Iron Woman Construction and Environmental Services, LLC for Main Street P1-2, 42<sup>nd</sup> Ave P1 & Aura Blvd P1 (Relocating Edge Drain, Winter Protection and Quantity Reconciliation for Work Performed)**: Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 12** to Construction Agreement by and between the District and **Iron Woman Construction and Environmental Services, LLC** for Main Street P1-2, 42<sup>nd</sup> Ave P1 & Aura Blvd P1 (Relocating Edge Drain, Winter Protection and Quantity Reconciliation for Work Performed) for a deduction in the amount of (\$10,370.45), upon review and recommendation by the Construction Committee.

**Change Order No. 02 to Construction Agreement by and between the District and Iron Woman Construction and Environmental Services, LLC for 38th Place Utilities and Paving:** Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 02** to Construction Agreement by and between the District and **Iron Woman Construction and Environmental Services, LLC** for 38th Place Utilities and Paving for a deduction in the amount of (\$90,651.93), upon review and recommendation by the Construction Committee.

**Change Order No. 8 to Construction Agreement by and between the District and Iron Woman Construction and Environmental Services, LLC for E470 and 38th Place P1:** Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 8** to Construction Agreement by and between the District and **Iron Woman Construction and Environmental Services, LLC** for E470 and 38th Place P1 in the amount of \$90,651.93, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 01 to Task Order No. 01 to MSA for Limited Construction Management Services by and between the District and JHL Constructors, Inc., for Construction Management Services for September 28 - December 31, 2020:** Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 01 to Task Order No. 01** to MSA for Limited Construction Management Services by and between the District and **JHL Constructors, Inc.**, for Construction Management Services for September 28 - December 31, 2020 in the amount of \$349,229.92, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Task Order to MSA for Limited Construction Management Services by and between the District and JHL Constructors, Inc. for January Construction Management Services:** Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved the **Task Order** to MSA for Limited Construction Management Services by and between the District and **JHL Constructors, Inc.** for January Construction Management Services, in an amount to be determined upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 25 to Construction Agreement by and between the District and JHL Constructors, Inc., for Trib T Aurora Pkwy P3 and Main St P3 (Additional Electrical Sleeving):** Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously

carried by roll call, the Board approved **Change Order No. 25** to Construction Agreement by and between the District and **JHL Constructors, Inc.**, for Trib T Aurora Pkwy P3 and Main St P3 (Additional Electrical Sleeving) in the amount of \$301,605.12, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 26 to Construction Agreement by and between the District and JHL Constructors, Inc., for Trib T Aurora Pkwy P3 and Main St P3 (Miscellaneous Change Orders – Fencing, etc.)**: Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 26** to Construction Agreement by and between the District and **JHL Constructors, Inc.**, for Trib T Aurora Pkwy P3 and Main St P3 (Miscellaneous Change Orders – Fencing, etc.) in the amount of \$102,600.45, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 27 to Construction Agreement by and between the District and JHL Constructors, Inc., for Trib T Aurora Pkwy P3 and Main St P3 (Miscellaneous Change Orders – Grading, etc.)**: Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 27** to Construction Agreement by and between the District and **JHL Constructors, Inc.**, for Trib T Aurora Pkwy P3 and Main St P3 (Miscellaneous Change Orders – Grading, etc.) in the amount of \$187,973.34, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 29 to Construction Agreement by and between the District and JHL Constructors, Inc., for Trib T Aurora Pkwy P3 and Main St P3 (Reconcile Changes to Scope)**: Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 29** to Construction Agreement by and between the District and **JHL Constructors, Inc.**, for Trib T Aurora Pkwy P3 and Main St P3 (Reconcile Changes to Scope) in the amount of \$1,478,306.92, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 30 to Construction Agreement by and between the District and JHL Constructors, Inc., for Trib T Aurora Pkwy P3 and Main St P3 (Fence Installation)**: Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 30** to Construction Agreement by and between the District and **JHL Constructors, Inc.**, for Trib T Aurora Pkwy P3 and Main St P3 (Fence Installation) in the amount of \$46,657.33, upon review and recommendation by the Construction Committee and Lender commitment to fund.



**Change Order No. 31 to Construction Agreement by and between the District and JHL Constructors, Inc., for Trib T Aurora Pkwy P3 and Main St P3 (Tributary Seeding)**: Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 31** to Construction Agreement by and between the District and **JHL Constructors, Inc.**, for Trib T Aurora Pkwy P3 and Main St P3 (Tributary Seeding) in the amount of \$95,677.83, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 32 to Construction Agreement by and between the District and JHL Constructors, Inc., for Trib T Aurora Pkwy P3 and Main St P3 (Main Street Seeding)**: Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 32** to Construction Agreement by and between the District and **JHL Constructors, Inc.**, for Trib T Aurora Pkwy P3 and Main St P3 (Main Street Seeding) in the amount of \$84,360.23, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Task Order to MSA for Planning and Landscape Architecture Services by and between the District and Norris Design, Inc. for Community Feature (Round-a-Bout)**: Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Task Order** to MSA for Planning and Landscape Architecture Services by and between the District and **Norris Design, Inc.** for Community Feature (Round-a-Bout), in the amount of \$16,500, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 13 to Construction Agreement by and between the District and Wagner Construction, Inc. – Colorado for 42nd Avenue P2 and NS Collector Pkwy Waterline**: Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 13** to Construction Agreement by and between the District and **Wagner Construction, Inc. – Colorado** for 42nd Avenue P2 and NS Collector Pkwy Waterline in the amount of \$18,000, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Presentation by Construction Manager**: Mr. Vite presented current projects under substantial completion, including retention billings for the Iron Woman and Wagner projects.

**Recommendation of Construction Manager and direction to publish Notice of Final Payment and related authorization for release of final retainage for completed Construction Agreements**: Following discussion, upon motion duly made by Director Ferreira, seconded by

Director Sheldon and, upon vote, unanimously carried by roll call, the Board directed District staff to publish for final payment under the Iron Woman and Wagner Construction Agreements and authorized the release of retainage thereafter. Director Ferreira directed that the retainage release first be provided to the Construction Committee for review and approval.

**Presentation by AECOM Technical Services, Inc. regarding 2021 Construction and Design Master Schedule and Master Budget:** Mr. DeVito, Mr. Felitsky, and Mr. Antillon presented on the long-term development schedule and budgetary considerations per the Construction Summary and Master Budget. The AECOM group explained the process to assemble these documents, basic assumptions made in each, and the periodic adjustments that are made to each.

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**ARTA MATTERS**

None.

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**EXECUTIVE SESSION**

It was determined that an executive session was not necessary.

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**OTHER BUSINESS**

None.

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**ADJOURNMENT**

There being no further business to come before the Board at this time, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried, the Board adjourned the meeting at 4:04 p.m.

Respectfully submitted,

DocuSigned by:  
*Denise Denlow*  
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\_\_\_\_\_  
Secretary for the Meeting

### Certificate Of Completion

Envelope Id: 31FD4C5E410E4EABB25717EE6FE9A465	Status: Completed
Subject: Please DocuSign: 01-25-21 Minutes AACMD.pdf	
Client Name: AACMD	
Client Number: 011-042659-OS03-2021	
Source Envelope:	
Document Pages: 10	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Kathy Suazo
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Kathy.Suazo@claconnect.com
	IP Address: 67.137.57.251

### Record Tracking

Status: Original	Holder: Kathy Suazo	Location: DocuSign
3/9/2021 1:15:59 PM	Kathy.Suazo@claconnect.com	

### Signer Events

Denise Denslow  
denise.denslow@claconnect.com  
Secretary  
Security Level: Email, Account Authentication (None)

### Signature

Signature Adoption: Pre-selected Style  
Using IP Address: 104.129.194.175

### Timestamp

Sent: 3/9/2021 1:17:29 PM  
Viewed: 3/10/2021 1:08:46 PM  
Signed: 3/10/2021 1:09:00 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 3/10/2021 1:08:46 PM  
ID: 72a71ef9-bc58-467a-a6fb-aa327e01a4e5

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	3/9/2021 1:17:29 PM
Certified Delivered	Security Checked	3/10/2021 1:08:46 PM
Signing Complete	Security Checked	3/10/2021 1:09:00 PM
Completed	Security Checked	3/10/2021 1:09:00 PM

Payment Events	Status	Timestamps
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### Electronic Record and Signature Disclosure

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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.

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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.

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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..

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- 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.