

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE AEROTROPOLIS AREA COORDINATING METROPOLITAN DISTRICT HELD JANUARY 16, 2020

A special meeting of the Board of Directors of the Aerotropolis Area Coordinating Metropolitan District, County of Adams (referred to hereafter as the "Board") was convened on Thursday, January 16, 2020, at 1:00 p.m., at the offices of McGeady Becher P.C., 450 E. 17th Avenue, Suite 400, Denver, Colorado 80203. The meeting was open to the public.

Directors In Attendance Were:

Matt Hopper
Carla Ferreira
Michael Sheldon
Cynthia ("Cindy") Shearon

Following discussion, the Board excused the absence of Director Rau.

Also In Attendance Was:

Lisa A. Johnson; Special District Management Services, Inc. ("SDMS")

MaryAnn McGeady; Esq. and Jon Hoistad, Esq.; McGeady Becher P.C.

Todd Johnson; Terra Forma Solutions, Inc.

Debra Sedgeley; CliftonLarsonAllen LLP

Carlo Ferreira; Aurora Highlands, LLC

**DISCLOSURE OF
POTENTIAL
CONFLICTS OF
INTEREST**

Disclosure of Potential Conflicts of Interest: Attorney McGeady 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 by Attorney McGeady 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.

RECORD OF PROCEEDINGS

ADMINISTRATIVE MATTERS

Agenda: Ms. Johnson distributed for the Board's review and approval a proposed Agenda for the District's special meeting.

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

Approval of Meeting Location: 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 Ferreira, seconded by Director Sheldon and, upon vote unanimously carried, the Board determined that because there was not a suitable or convenient location within the county in which the District is located, or within twenty (20) miles from the District boundaries, to conduct this meeting, it was determined to conduct the meeting at the above-stated date, time and location. Ms. Johnson further reported that notices were duly posted and that no objections to the location or any requests that the meeting place be changed by taxpaying electors within its boundaries have been received.

CONSENT AGENDA The Board considered the following actions:

- A. Review and consider approval of Minutes from the December 19, 2019 Regular Meeting.
- B. Acknowledge Lender Commitment to fund and ratify approval of Notice of Award of Construction Agreement to Kelley Trucking Inc. for Tributary T (E-470 / 38th Parkway) Earthwork, in the amount of \$1,946,548.10, and authorization of execution of Notice to Proceed.
- C. Acknowledge Lender Commitment to fund and ratify approval of Notice of Award of Construction Agreement to Pase Contracting, Inc. for Tributary T (E-470 / 38th Parkway) Erosion Control, in the amount of \$445,329.00, and authorization of execution of Notice to Proceed.

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

FINANCIAL MATTERS

Claims: Ms. Sedgeley presented to the Board for ratification the payment of claims represented by interim check no. 1506 and two (2) wire transfers in the total amount of \$138,728.25.

RECORD OF PROCEEDINGS

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board ratified approval of the payment of claims represented by interim check no. 1506 and two (2) wire transfers in the total amount of \$138,728.25, noting that the Lender has committed the necessary funding.

Claims: Ms. Sedgeley presented to the Board the payment of claims represented by check nos. 1500-1505 in the total amount of \$69,921.18.

Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote unanimously carried, the Board approved the payment of claims represented by check nos. 1500-1505 in the total amount of \$69,921.18, noting that the Lender has committed the necessary funding.

Unaudited Financial Statements: Ms. Sedgeley presented to the Board the Unaudited Financial Statements, dated December 31, 2019, Schedule of Cash Position ending December 31, 2019, updated January 10, 2020 and Developer Advances.

Following discussion, upon motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote unanimously carried, the Board accepted the Unaudited Financial Statements, dated December 31, 2019, Schedule of Cash Position ending December 31, 2019, updated January 10, 2020 and Developer Advances.

Proposed CAB Bond Issuance and Related Pledge Agreements: Attorney McGeady updated the Board on the status of the bond issuance and related pledge agreements. She noted that documents have been disseminated and are awaiting comments.

Long-Term Capital Improvement Plan to be Funded by the Bonds: Mr. Johnson discussed with the Board the long-term capital improvement plan to be funded by bonds. He noted that the Capital Improvement Plan was transmitted to the developer for review.

LEGAL MATTERS

Temporary Construction Easements: Mr. Johnson presented an update of the Temporary Construction Easement(s) to the District from the following entities/individuals: Terrence G. King and Xcel/Public Service Company of Colorado.

Resolution Increasing the Number of Seats on the Board of Directors Pursuant to Section 32-1-902.5, C.R.S. ("Resolution Increasing the Number of Seats on the Board of Directors"): Attorney McGeady discussed with the Board the Resolution Increasing the Number of Seats on the Board of Directors.

RECORD OF PROCEEDINGS

Following discussion, upon motion duly made by Director Ferreira, seconded by Director Shearon and, upon vote unanimously carried, the Board adopted the Resolution Increasing the Number of Seats on the Board of Directors.

Resolution Calling a Regular Election for Directors on May 5, 2020, Appointing the Designated Election Official (“DEO”), and Authorizing the DEO to Perform all Tasks Required for the Conduct of a Mail Ballot Election (“Election Resolution”): The Board discussed the Election Resolution.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Shearon and, upon vote unanimously carried, the Board adopted the Election Resolution.

CAPITAL PROJECTS

Draw Request No. 19: Mr. Johnson presented the Board with Draw Request No. 19 prepared by the District’s Program Manager.

Following discussion, upon motion duly made by Director Ferreira, seconded by Director Shearon and, upon vote unanimously carried, the Board approved Draw Request No. 19 prepared by the District’s Program Manager in the amount of \$1,565,738.54 represented by check nos. 1480-1499, as shown below:

AACMD	\$ 1,136,459.19
Developer	\$ -0-
ARTA	\$ 415,332.04
A TEC	<u>\$ 13,947.31</u>
Total:	\$ 1,565,738.54

AEROTROPOLIS AREA COORDINATING CAPITAL PROJECTS

Task Order No. 25 under the Master Service Agreement (“MSA”) for Geotechnical Services by and between the District and CTL Thompson, Inc. for Denali Phase 2 Pavement Design: This item was removed from the Agenda by the Board.

Notice of Award of Construction Agreement by and between the District and BT Construction, Inc. for City of Aurora 36-inch Waterline and authorize execution of Notice to Proceed: The Board discussed the Notice of Award of Construction Agreement by and between the District and BT Construction, Inc. for City of Aurora 36-inch Waterline and authorization of execution of Notice to Proceed.

RECORD OF PROCEEDINGS

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board approved the Notice of Award of Construction Agreement to BT Construction, Inc., in the amount of \$733,752.00 and authorized execution of Notice to Proceed, upon review and recommendation by Construction Committee.

Task Order No. 40 under the MSA for Surveying Services by and between the District and Aztec Consultants, Inc. for City of Aurora 36-inch Waterline Construction Surveying: The Board reviewed Task Order No. 40 under the MSA for Surveying Services by and between the District and Aztec Consultants, Inc. for City of Aurora 36-inch Waterline Construction Surveying, in the amount of \$29,930.00.

Following review, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board ratified approval of Task Order No. 40 under the MSA for Surveying Services by and between the District and Aztec Consultants, Inc. for City of Aurora 36-inch Waterline Construction Surveying, in the amount of \$29,930.00, upon review and recommendation by the Construction Committee.

Task Order No. 38 under the MSA for Pre-Construction Services by and between the District and Contour Services, LLC for City of Aurora 36-inch Waterline Construction Management: The Board reviewed Task Order No. 38 under the MSA for Pre-Construction Services by and between the District and Contour Services, LLC for City of Aurora 36-inch Waterline Construction Management, in the amount of \$31,280.00.

Following review, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board ratified approval of Task Order No. 38 under the MSA for Pre-Construction Services by and between the District and Contour Services, LLC for City of Aurora 36-inch Waterline Construction Management and, in the amount of \$31,280.00, upon review and recommendation by the Construction Committee

Task Order No. 27 under the MSA for Geotechnical Services by and between the District and CTL Thompson, Inc. for City of Aurora 36-inch Waterline Construction Testing: The Board reviewed Task Order No. 27 under the MSA for Geotechnical Services by and between the District and CTL Thompson, Inc. for City of Aurora 36-inch Waterline Construction Testing, in the amount of \$28,294.00.

Following review, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board ratified approval of Task Order No. 27 under the MSA for Geotechnical Services by and between the District and CTL Thompson, Inc. for City of Aurora 36-inch Waterline Construction Testing, in the amount of \$28,294.00, upon review and recommendation by the Construction Committee.

RECORD OF PROCEEDINGS

Notice of Award of Construction Agreement for Tributary T Structures: This item was removed from the Agenda by the Board.

Change Order No. 01 to Task Order No. 30 under the MSA for Pre-Construction Services by and between the District and Contour Services, LLC for Additional Work in Relation to Project Scope Increase: The Board reviewed Change Order No. 01 to Task Order No. 30 under the MSA for Pre-Construction Services by and between the District and Contour Services, LLC for Additional Work in Relation to Project Scope Increase, in the amount of \$44,220.00.

Following review, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board ratified approval of Change Order No. 01 to Task Order No. 30 under the MSA for Pre-Construction Services by and between the District and Contour Services, LLC for Additional Work in Relation to Project Scope Increase, in the amount of \$44,220.00, upon review and recommendation by the Construction Committee.

Change Order No. 01 to Task Order No. 09 under the MSA for Geotechnical Services by and between the District and CTL Thompson, Inc. for Additional Work: The Board reviewed Change Order No. 01 to Task Order No. 09 under the MSA for Geotechnical Services by and between the District and CTL Thompson, Inc. for Additional Work, in the amount of \$8,000.00.

Following review, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board ratified approval of Change Order No. 01 to Task Order No. 09 under the for Geotechnical Services by and between the District and CTL Thompson, Inc. for Additional Work, in the amount of \$8,000.00, upon review and recommendation by the Construction Committee.

Change Order No. 04 (Main Street Phase 2, Aura Boulevard Phase 1) under Construction Agreement by and between the District and Iron Woman Construction and Environmental Services, LLC for Additional Work: The Board discussed Change Order No. 04 (Main Street Phase 2, Aura Boulevard Phase 1) under Construction Agreement by and between the District and Iron Woman Construction and Environmental Services, LLC for Additional Work, in the amount of \$11,920.46.

Following review, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board approved Change Order No. 04 (Main Street Phase 2, Aura Boulevard Phase 1) under Construction Agreement by and between the District and Iron Woman Construction and Environmental Services, LLC for Additional Work, in the amount of \$11,920.46, upon review and recommendation by the Construction Committee.

RECORD OF PROCEEDINGS

Change Order No. 05 (E470 and 38th Place) under Construction Agreement by and between the District and Iron Woman Construction and Environmental Services, LLC for Additional Work: The Board discussed Change Order No. 05 (E470 and 38th Place) under Construction Agreement by and between the District and Iron Woman Construction and Environmental Services, LLC for Additional Work, in the amount of \$15,600.00.

Following review, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board approved Change Order No. 05 (E470 and 38th Place) under Construction Agreement by and between the District and Iron Woman Construction and Environmental Services, LLC for Additional Work, in the amount of \$15,600.00, upon review and recommendation by the Construction Committee.

Change Order No. 09 (Monument) under Construction Agreement by and between the District and JHL Constructors, Inc. for Additional Work: The Board discussed Change Order No. 09 under Construction Agreement by and between the District and JHL Constructors, Inc. for Additional Work, in the amount of \$53,730.00.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board approved Change Order No. 09 under Construction Agreement by and between the District and JHL Constructors, Inc. for Additional Work, in the amount of \$53,730.00, upon review and recommendation by the Construction Committee.

Change Order No. 04 (Main Street Phase 1) under Construction Agreement by and between the District and Pase Contracting, Inc. for Additional Work: The Board discussed Change Order No. 04 (Main Street Phase 1) under Construction Agreement by and between the District and Pase Contracting, Inc. for Additional Work, in the amount of \$18,000.00.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board approved Change Order No. 04 (Main Street Phase 1) under Construction Agreement by and between the District and Pase Contracting, Inc. for Additional Work, in the amount of \$18,000.00, upon review and recommendation by the Construction Committee.

Change Order No. 02 (Main Street Phase 2) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work: The Board discussed Change Order No. 02 (Main Street Phase 2) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work, in the amount of \$593.00.

RECORD OF PROCEEDINGS

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board approved Change Order No. 02 (Main Street Phase 2) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work, in the amount of \$593.00, upon review and recommendation by the Construction Committee.

Change Order No. 03 (Main Street Phase 2) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work:

The Board discussed Change Order No. 03 (Main Street Phase 2) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work, in the amount of \$7,175.00.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board approved Change Order No. 03 (Main Street Phase 2) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work, in the amount of \$7,175.00, upon review and recommendation by the Construction Committee.

Change Order No. 03 (38th Place and 38th Avenue) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional

Work: The Board discussed Change Order No. 03 (38th Place and 38th Avenue) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work, in the amount of \$5,314.48.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board approved Change Order No. 03 (38th Place and 38th Avenue) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work, in the amount of \$5,314.48, upon review and recommendation by the Construction Committee.

Change Order No. 04 (38th Place and 38th Avenue) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional

Work: The Board discussed Change Order No. 04 (38th Place and 38th Avenue) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work, in the amount of \$1,149.00.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board approved Change Order No. 04 (38th Place and 38th Avenue) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work, in the amount of \$1,149.00, upon review and recommendation by the Construction Committee.

RECORD OF PROCEEDINGS

Change Order No. 05 (38th Place and 38th Avenue) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work: The Board discussed Change Order No. 05 (38th Place and 38th Avenue) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work, in the amount of \$2,164.00.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board approved Change Order No. 05 (38th Place and 38th Avenue) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work, in the amount of \$2,164.00, upon review and recommendation by the Construction Committee.

Change Order No. 05 (Sanitary Sewer) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work: The Board discussed Change Order No. 05 (Sanitary Sewer) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work, in the amount of \$412.00.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board approved Change Order No. 05 (Sanitary Sewer) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work, in the amount of \$412.00, upon review and recommendation by the Construction Committee.

Change Order No. 10 (42nd Phase 1, Aura Boulevard and Demo) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work: The Board discussed Change Order No. 10 (42nd Phase 1, Aura Boulevard, and Demo) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work, in the amount of \$181.50.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board approved Change Order No. 10 (42nd Phase 1, Aura Boulevard, and Demo) under Construction Agreement by and between the District and Stormwater Risk Management, LLC for Additional Work, in the amount of \$181.50, upon review and recommendation by the Construction Committee.

Change Order No. 01 (38th Place Utilities) under Construction Agreement by and between the District and Wagner Construction, Inc. for Additional Work: The Board discussed Change Order No. 01 (38th Place Utilities) under Construction Agreement by and between the District and Wagner Construction, Inc. for Additional Work, in the amount of \$10,335.74.

RECORD OF PROCEEDINGS

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board approved Change Order No. 01 (38th Place Utilities) under Construction Agreement by and between the District and Wagner Construction, Inc. for Additional Work, in the amount of \$10,335.74, upon review and recommendation by the Construction Committee.

Change Order No. 03 (Main Street Phase 1) under Construction Agreement by and between the District and Wagner Construction, Inc. for Additional Work: The Board discussed Change Order No. 03 (Main Street Phase 1) under Construction Agreement by and between the District and Wagner Construction, Inc. for Additional Work, in the amount of \$145,250.00.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board approved Change Order No. 03 (Main Street Phase 1) under Construction Agreement by and between the District and Wagner Construction, Inc. for Additional Work, in the amount of \$145,250.00, upon review and recommendation by the Construction Committee.

Change Order No. 04 (42nd Phase 2 and The Aurora Highlands Parkway Water) under Construction Agreement by and between the District and Wagner Construction, Inc. for Additional Work: The Board discussed Change Order No. 04 (42nd Phase 2 and The Aurora Highlands Parkway Water) under Construction Agreement by and between the District and Wagner Construction, Inc. for Additional Work, in the amount of \$17,945.60.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board approved Change Order No. 04 (42nd Phase 2 and The Aurora Highlands Parkway Water) under Construction Agreement by and between the District and Wagner Construction, Inc. for Additional Work, in the amount of \$17,945.60, upon review and recommendation by the Construction Committee.

Change Order No. 05 (42nd Phase 2 and The Aurora Highlands Parkway Water) under Construction Agreement by and between the District and Wagner Construction, Inc. for Additional Work: The Board discussed Change Order No. 05 (42nd Phase 2 and The Aurora Highlands Parkway Water) under Construction Agreement by and between the District and Wagner Construction, Inc. for Additional Work, in the amount of \$213,349.05.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board approved Change Order No. 05 (42nd Phase 2 and The Aurora Highlands Parkway Water) under Construction Agreement by and between the District and Wagner Construction, Inc. for Additional Work, in the amount of \$213,349.05, upon review and recommendation by the Construction Committee.

RECORD OF PROCEEDINGS

Status of Two (2) Box Culverts at Main Street and Gas Crossing: The Board discussed the status of the two (2) Box Culverts at Main Street and Gas Crossing and bids for the same. It was noted that the Developer will lend the money necessary to purchase the Box Culverts, should the ones acquired not be sufficient for the current project.

AEROTROPOLIS
REGIONAL
TRANSPORTATION
AUTHORITY
CAPITAL
PROJECTS

Change Order No. 03 to Task Order No. 19 (38th Avenue/ Himalaya to E470) under the MSA for Surveying Services by and between the District and Aztec Consultants, Inc. for Additional Work in Relation to Project Scope Increase: The Board reviewed Change Order No. 03 to Task Order No. 19 (38th Avenue/ Himalaya to E470) under the MSA for Surveying Services by and between the District and Aztec Consultants, Inc. for Additional Work in Relation to Project Scope Increase, in the amount of \$4,000.00.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board ratified approval of Change Order No. 03 to Task Order No. 19 (38th Avenue/ Himalaya to E470) under the MSA for Surveying Services by and between the District and Aztec Consultants, Inc. for Additional Work in Relation to Project Scope Increase, in the amount of \$4,000.00, upon review and recommendation by the Construction Committee.

AEROTROPOLIS
REGIONAL
TRANSPORTATION
AUTHORITY
MATTERS

There were no Authority matters for discussion at this time.

EXECUTIVE
SESSION

The Board determined that an Executive Session was not necessary.

OTHER BUSINESS

There were no other business matters for discussion at this time.

ADJOURNMENT

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

DocuSigned by: _____
Cindy Shearon
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_____ Secretary for the Meeting

Certificate Of Completion

Envelope Id: EDFBD0CBB3694DF8B6AB82A7E84F3BE4	Status: Completed
Subject: Please DocuSign: January 16 2020 minutes (AACMD).pdf	
Client Name: AACMD	
Client Number: 011-042659 OS03-2020	
Source Envelope:	
Document Pages: 11	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

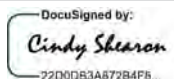
Record Tracking

Status: Original	Holder: Kathy Suazo	Location: DocuSign
7/21/2020 10:21:23 AM	Kathy.Suazo@claconnect.com	

Signer Events

Cindy Shearon
 cindy@theaurorahighlands.com
 Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Pre-selected Style
 Using IP Address: 67.44.160.40

Timestamp

Sent: 7/21/2020 10:23:05 AM
 Viewed: 7/26/2020 5:31:19 PM
 Signed: 7/26/2020 5:32:39 PM

Electronic Record and Signature Disclosure:
 Accepted: 7/26/2020 5:31:19 PM
 ID: cb780752-cc56-42b8-b42a-cf717b5c4581

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	7/21/2020 10:23:05 AM
Certified Delivered	Security Checked	7/26/2020 5:31:19 PM
Signing Complete	Security Checked	7/26/2020 5:32:39 PM
Completed	Security Checked	7/26/2020 5:32:39 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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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.

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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:

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with CliftonLarsonAllen LLP

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

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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.