## TBC METROPOLITAN DISTRICT CITY OF AURORA, COLORADO 2024 ANNUAL REPORT

Manager, Office of Development Assistance City of Aurora, Colorado via Email County Clerk and Recorder, Adams County, Colorado via Email

Office of the State Auditor, via E-Filing Portal

Division of Local Government, via E-Filing Portal

Pursuant to Section VII of the Service Plan for the TBC Metropolitan District (the "District"), is required to submit an annual report ("Report") for the preceding calendar year to the City of Aurora, Colorado (the "City"). Pursuant to Section 32-1-207(3)(c)(I), C.R.S., the District is also required to submit this Report to the Division of Local Government, Office of the State Auditor, and the Adams County Clerk and Recorder; the Report must also be posted on the District's public website.

For the year ending December 31, 2024, the District makes the following report:

## 1. Boundary changes made:

There were no changes made to the District's boundaries during the Report year.

## 2. Intergovernmental agreements entered into, proposed or terminated:

The District did not terminate, enter into, or receive any proposed intergovernmental agreements as of December 31, 2024.

## 3. Access information to obtain a copy of the Rules and Regulations:

No rules and regulations have been established as of December 31, 2024.

## 4. A summary of any litigation involving public improvements by the District:

There was no litigation, pending or threatened, against the District of which we are aware.

## 5. Status of the construction of public improvements by the District:

No public improvements were constructed by the District during the Report year.

6. List of facilities or improvements constructed by the District that were conveyed to the City:

No facilities or improvements were dedicated to or accepted by the City during the Report year.

7. Final Assessed Value of Taxable Property within the District's boundaries as of December 31, 2024:

The 2024 total assessed value of taxable property within the boundaries of the District is \$23,811,930.

8. Current annual budget of the District:

Attached as Exhibit A is a copy of the District's Budget for the current fiscal year 2025.

9. Most recently filed audited financial statements of the District. To the extent audited financial statements are required by state law or most recently filed audit exemption:

Attached as Exhibit B is a copy of District's 2024 Application for Audit Exemption.

10. Notice of any uncured defaults:

There were no uncured events of default by the District during the Report year.

11. The District's inability to pay any financial obligations as they come due under any obligation which continues beyond a ninety-day period:

There were no instances of the District's inability to pay its obligation during the reporting period.

Respectfully submitted this 23<sup>rd</sup> day of July, 2025.

TBC METROPOLITAN DISTRICT

By: Tom Olison
0498DA58B228476
Chair

## **EXHIBIT A**

2025 Budget

## TBC METROPOLITAN DISTRICT 2025 BUDGET MESSAGE

Attached please find a copy of the adopted 2025 budget for the TBC Metropolitan District.

TBC Metropolitan District has adopted a budget for three separate funds, a General Fund to provide for the payment of operating and maintenance expenditures; a Capital Projects Fund to provide for estimated infrastructure costs that are to be built for the benefit of the district; and a Debt Service Fund to provide for payments on the outstanding general obligation bonds.

The district's accountants have utilized the modified accrual basis of accounting, and the budget has been adopted after proper postings, publications, and public hearing.

The primary sources of revenue for the district in 2025 will be property taxes from the imposition of a 10.539 mill levy on property within the district for 2025, of which 2.539 mills will be dedicated to the General Fund and the balance of 8.000 mills will be allocated to the Debt Service Fund. 1.039 mills of the 2.539 mills in the General Fund are restricted for regional improvements per an intergovernmental agreement with the City of Aurora.

# TBC Metropolitan District Adopted Budget General Fund For the Year ended December 31, 2025

	Actual <u>2023</u>	Adopted Budget <u>2024</u>	Actual 6/30/2024	Estimated 2024	Adopted Budget 2025
Beginning fund balance	\$ 13,451	\$ 17,167	\$ 34,796	\$ 34,796	\$ 54,276
Revenues:					
Property taxes	28,953	36,223	15,351	36,223	35,718
Specific ownership taxes	1,972	2,536	8,136	1,800	2,500
Property taxes	14,477	25,090	10,633	25,090	24,741
Specific ownership taxes	985	1,756	398	900	1,732
Interest income	5,536		2,233	3,500	
Total revenues	51,923	65,605	36,751	67,513	64,691
Total funds available	65,374	82,772	71,547	102,309	118,967
Accounting	7,117	7,500	3,799	7,500	7,500
Legal	5,171	15,000	3,659	10,000	15,000
Insurance	2,372	3,500	2,974	3,000	3,500
Miscellaneous	22	800	10	1,000	800
Treasurer's fees	434	543	230	543	536
Treasurer's fees	217	376	159	376	371
ARI mill levy	15,245	26,470	10,875	25,614	26,102
Contingency	-	27,083	-	-	63,658
Emergency reserve (3%)		1,500			1,500
Total expenditures	30,578	82,772	21,706	48,033	118,967
Ending fund balance	\$ 34,796	\$ -	\$ 49,841	\$ 54,276	\$ -
Assessed Valuation		\$ 24,148,550			\$ 23,811,930
Net Assessed Value		\$ 24,148,550			\$ 23,811,930
Mill Levy		1.500			1.500
ARI Mill Levy		1.039			1.039
· — - · J		1.007			1.007

# TBC Metropolitan District Adopted Budget Capital Projects Fund For the Year ended December 31, 2025

	Actual <u>2023</u>	Adopted Budget <u>2024</u>	Actual 6/30/2024	Estimated 2024	Adopted Budget 2025
Beginning fund balance	\$ 73,974	\$ 75,774	\$ 76,890	\$ 78,931	\$ 81,931
Revenues: Interest income	2,916		2,041	3,000	3,000
Total revenues	2,916		2,041	3,000	3,000
Total funds available	76,890	75,774	78,931	81,931	84,931
Expenditures: Capital expenditures		72,780			84,931
Total expenditures		72,780			84,931
Ending fund balance	\$ 76,890	\$ 2,994	\$ 78,931	\$ 81,931	\$ -

# TBC Metropolitan District Adopted Budget Debt Service Fund For the Year ended December 31, 2025

	Actual <u>2023</u>		Adopted Budget 2024	Actual 6/30/2024	Estimated 2024		Adopted Budget 2025
Beginning fund balance	\$ 43,36	2 \$	138,567	\$ 46,913	\$ 46,913	\$	6,361
Revenues:							
Property taxes	260,58	1	144,891	61,403	144,891		190,495
Specific ownership taxes	17,74	4	10,142	2,303	5,000		13,335
Interest income	4,69	<u>2</u> _	1,000	651	1,200	_	1,000
Total revenues	283,01	7	156,033	64,357	151,091		204,830
Total funds available	326,37	9	294,600	111,270	198,004	_	211,191
Expenditures:							
Bond interest expense	98,68	2	99,407	46,279	99,407		96,214
Bond principal	176,87	5	84,563	-	84,563		91,872
Treasurer's fees	3,90	9	2,173	921	2,173		2,857
Trustee / paying agent fees			5,500		5,500		5,500
Total expenditures	279,46	6	191,643	47,200	191,643		196,443
Ending fund balance	\$ 46,91	<u>3</u> <u>\$</u>	102,957	\$ 64,070	\$ 6,361	\$	14,748
Net Assessed Value		\$	24,148,550			\$	23,811,930
Mill Levy			6.000			_	8.000
Total Mill Levy		_	8.539				10.539

## **EXHIBIT B**

2024 Application for Exemption from Audit

Docusign Envelope ID: 41C1AB57-EBA0-4209-956C-23EE41661EA0

**EMAIL** 

Diane@simmonswheeler.com

### APPLICATION FOR EXEMPTION FROM AUDIT

LONG FORM

	LONG FORM	
NAME OF GOVERNMENT	TBC Metropolitan District	For the Year Ended
ADDRESS	304 Inverness Way South	12/31/2024
	Suite 490	or fiscal year ended:
	Englewood, CO 80112	
CONTACT PERSON	Diane Wheeler	
PHONE	303-689-0833	

## **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: Diane K Wheeler
TITLE District Accountant
FIRM NAME (ff applicable) Simmons & Wheeler, P.C.
ADDRESS 304 Inverness Way South, Suite 490 Englewood, CO 80112
PHONE 303-689-0833
RELATIONSHIP TO ENTITY CPA engaged to prepare financial statements for the District

PREPARER (SIGNATURE REQUIRED)				DATE PREPARED (No exemption shall be granted prior to the close of said fiscal year)
Wiene K. Whales				2/21/2025
Has the entity filed for, or has the district filed, a Title 32, Article 1 Special District Notice of Inactive Status	YES	NO		
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.]	☑		If Yes, date	filed:

## Docusign Envelope ID: 41C1AB57-EBA0-4209-956C-23EE41661EA0 PART 1 - FINANCIAL STATEMENTS - BALANCE SHEET

\* Please indicate the name of the fund (i.e., General Fund, Debt Service Fund, etc.)

NOTE: Attach additional sheets as necessary.

	tadi additional sheets as necessary.		Sovernmental Funds odified Accrual Bas				Fiduciary Funds udgetary Basis)
Line #	Description	General Fund	Capital Fund	Debt Fund	Description	Fund*	Fund*
	Assets				Assets		
1-1	Cash & Cash Equivalents	\$ 5,975	\$ -	\$ -	Cash & Cash Equivalents	\$	- \$ -
1-2	Investments	\$ 91,681	\$ 80,933	\$ 16,164	Investments	\$	- \$ -
1-3	Receivables	\$ -	\$ -	\$ -	Receivables	\$	- \$ -
1-4	Due from Other Entities or Funds	\$ 230	\$ -	\$ 545	Due from Other Entities or Funds	\$	- \$ -
1-5	Property Tax Receivable	\$ 60,459	\$ -	\$ 190,495	Other Current Assets [specify]	\$	- \$ -
	All Other Assets				_	\$	- \$ -
1-6	Lease Receivable (as Lessor)	\$ -	\$ -	\$ -	Total Current Assets	\$	- \$ -
1-7	Other [specify]	\$ -	\$ -	\$ -	Capital & Right to Use Assets, net (from Part 6-4)	Ψ	- \$ -
1-8	Prepaid Expenses	\$ 2,771	\$ -		Other Long Term Assets [specify]	\$	- \$ -
1-9		\$ -	\$ -	\$ -		\$	- \$ -
1-10		\$ -	\$ -	\$ -		Ψ	- \$ -
1-11	(add lines 1-1 through 1-10) TOTAL ASSETS	\$ 161,116	\$ 80,933	\$ 207,204	<u> </u>	\$	-   \$ -
	Deferred Outflows of Resources:				Deferred Outflows of Resources		
1-12	[specify]	\$ -			[specify]	<u> </u>	- \$ -
1-13	[specify]	\$ -	\$ -	\$ -	[specify]	-	- \$ -
1-14	(add lines 1-12 through 1-13) TOTAL DEFERRED OUTFLOWS		\$ -	\$ -	(add lines 1-12 through 1-13) TOTAL DEFERRED OUTFLOWS		- \$ -
1-15	TOTAL ASSETS AND DEFERRED OUTFLOWS	\$ 161,116	\$ 80,933	\$ 207,204	,	\$	-   \$ -
	Liabilities				Liabilities		
1-16	Accounts Payable	\$ 3,848			Accounts Payable		- \$ -
1-17	Accrued Payroll and Related Liabilities	\$ -	\$ -	\$ -	Accrued Payroll and Related Liabilities		- \$ -
1-18	Unearned Revenue	\$ -	\$ -	\$ -	Accrued Interest Payable		- \$ -
1-19	Due to Other Entities or Funds	\$ 29,039		\$ -	Due to Other Entities or Funds		- \$ -
1-20	All Other Current Liabilities	\$ -	\$ -	\$ -	All Other Current Liabilities		- \$ -
1-21	(add lines 1-16 through 1-20) TOTAL CURRENT LIABILITIES		\$ -	\$ -	(add lines 1-16 through 1-20) TOTAL CURRENT LIABILITIES		- \$ -
1-22	All Other Liabilities [specify]	\$ -	\$ -	\$ -	Proprietary Debt Outstanding (from Part 4-4)		- \$ -
1-23		\$ -	\$ -	\$ -	Other Liabilities [specify]		- \$ -
1-24		\$ -	\$ -	\$ -		Ψ	- \$ -
1-25		\$ -	\$ -	\$ -		Ψ	- \$ -
1-26		\$ -		\$ -		Ψ	- \$ -
1-27	(add lines 1-22 through 1-26) TOTAL LIABILITIES	\$ 32,887	\$ -	\$ -	(add lines 1-22 through 1-26) TOTAL LIABILITIES	\$	-   \$ -
	Deferred Inflows of Resources:		•		Deferred Inflows of Resources		T.
1-28	Deferred Property Taxes	\$ 60,459			Pension/OPEB Related	-	- \$ -
1-29	Lease related (as lessor)	\$ -	\$ -		Other [specify]	-	- \$ -
1-30	(add lines 1-28 through 1-29) TOTAL DEFERRED INFLOWS	\$ 60,459	\$ -	\$ 190,495	(add lines 1-28 through 1-29) TOTAL DEFERRED INFLOWS	\$	-   \$ -
4.04	Fund Balance	6 0.774	•	•	Net Position	•	1
	Nonspendable Prepaid	\$ 2,771		\$ -	Net Investment in Capital and Right-to Use Assets	\$	-   \$ -
1-32	Nonspendable Inventory	\$ - \$ 1.500	\$ -	\$ -	Emeraneu Besseries	•	16
1-33	Restricted [specify]	,	\$ 80,933	,	Emergency Reserves	\$	- \$ - - \$ -
1-34	Committed [specify]	\$ - \$ -	\$ - \$ -	\$ - \$ -	Other Designations/Reserves	\$	<u> </u>
1-35	Assigned [specify]		Ť	·	Restricted	\$	
1-36	Unassigned:	\$ 63,499	<b>&gt;</b> -	\$ -	Undesignated/Unreserved/Unrestricted	<u> </u>	- \$ -
1-37	Add lines 1-31 through 1-36				Add lines 1-31 through 1-36		
	This total should be the same as line 3-36 TOTAL FUND BALANCE	6 07.770	¢ 00.000	e 40.700	This total should be the same as line 3-36 TOTAL NET POSITION		-   \$ -
1-38		\$ 67,770	\$ 80,933	\$ 16,709			- 3 -
1-36	Add lines 1-27, 1-30 and 1-37				Add lines 1-27, 1-30 and 1-37		
	This total should be the same as line 1-15 TOTAL LIABILITIES, DEFERRED INFLOWS.				This total should be the same as line 1-15 TOTAL LIABILITIES, DEFERRED INFLOWS		
	AND FUND BALANCE	6 161.110	¢ 00.000	e 207.004	AND NET POSITION	1	
	THIS TONS BALAITOL	\$ 161,116	\$ 80,933	\$ 207,204		ð	-   \$ -

Please use this space to provide explanation of any item on this page

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

		(	Governmental Fund	s	<u> </u>	Proprietary/F	iduciary Funds
Line #	Description	General Fund	Capital Fund	Debt Fund	Description	Fund*	Fund*
-	Tax Revenue				Tax Revenue		
2-1	Property [include mills levied in question 10-7]	\$ 61,698	\$ -	\$ 145,800	Property [include mills levied in question 10-7]	\$ -	\$ -
2-2	Specific Ownership	\$ 10,791	\$ -	\$ 7,633	Specific Ownership	\$ -	\$ -
2-3	Sales and Use Tax	\$ -	\$ -	\$ -	Sales and Use Tax	\$ -	\$ -
2-4	Other Tax Revenue [specify]	\$ -	\$ -	\$ -	Other Tax Revenue [specify]	\$ -	\$ -
2-5		\$ -	\$ -	\$ -		\$ -	\$ -
2-6		\$ -	\$ -	\$ -		\$ -	\$ -
2-7		\$ -	\$ -	\$ -		\$ -	\$ -
2-8	Add lines 2-1 through 2-7 TOTAL TAX REVENUE	\$ 72,489	\$ -	\$ 153,433	Add lines 2-1 through 2-7 TOTAL TAX REVENUE		\$ -
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	\$ -	\$ -
2-17	Rental Income	\$ -	\$ -	\$ -	Rental Income	\$ -	\$ -
2-18	Fines and Forfeits	\$ -	\$ -	\$ -	Fines and Forfeits	\$ -	\$ -
2-19	Interest/Investment Income	\$ 4,531	\$ 4,043	\$ 1,404	Interest/Investment Income	\$ -	\$ -
2-20	Tap Fees	\$ -	\$ -	\$ -	Tap Fees	\$ -	\$ -
2-21	Proceeds from Sale of Capital Assets	\$ -	\$ -	\$ -	Proceeds from Sale of Capital Assets	\$ -	\$ -
2-22	All Other [specify]	\$ -	\$ -	\$ -	All Other [specify]	\$ -	\$ -
2-23		\$ -	\$ -	\$ -		\$ -	\$ -
2-24	Add lines 2-9 through 2-23 TOTAL REVENUES	\$ 77,020	\$ 4,043	\$ 154,837	Add lines 2-9 through 2-23 TOTAL REVENUES		\$ -
	Other Financing Sources				Other Financing Sources		
2-25	Debt Proceeds	\$ -	\$ -	\$ -	Debt Proceeds	\$ -	\$ -
2-26	Lease Proceeds	\$ -	\$ -	\$ -	Lease Proceeds	\$ -	\$ -
2-27	Developer Advances	\$ -	\$ -	\$ -	Developer Advances	\$ -	\$ -
2-28	Other [specify]	\$ -	\$ -	\$ -	Other [specify]	\$ -	\$ -
2-29	Add lines 2-25 through 2-28				Add lines 2-25 through 2-28		
	TOTAL OTHER FINANCING SOURCES	\$ -	\$ -	\$ -	TOTAL OTHER FINANCING SOURCES	\$ -	\$ -
2-30	Add lines 2-24 and 2-29				Add lines 2-24 and 2-29		
	TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ 77,020	\$ 4,043	\$ 154,837	TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ -	\$ -
2-31		, , , , , , , , , , , , , , , , , , , ,			GRAND TO	TALS (ALL FUNDS	\$ 235,900

IF GRAND TOTAL REVENUES AND OTHER FINANCING SOURCES FOR ALL FUNDS (LINE 2-31) ARE GREATER THAN \$750,000 <u>\$TOP</u>.

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.

Please use this space to provide explanation of any item on this page

## PART 3 - FINANCIAL STATEMENTS - OPERATING STATEMENT - EXPENDITURES/EXPENSES

		(	Sovernmental Fund	S		Proprietary/Fi	duciary Funds
Line #	Description	General Fund	Capital Fund	Debt Fund	Description	Fund*	Fund*
	Expenditures				Expenses		
3-1	General Government		\$ -	\$ 2,188	General Operating & Administrative	\$ -	\$ -
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	Miscellaneous	\$ 55	\$ -	\$ -	Other [specify]	\$ -	\$ -
3-13		\$ -	\$ -	\$ -		\$ -	\$ -
3-14	Capital Outlay	\$ -	\$ -	\$ -	Capital Outlay	\$ -	\$ -
	Debt Service				Debt Service		
3-15	Principal (should match amount in 4-4)	\$ -	\$ -	\$ 76,875	Principal (should match amount in 4-4)	\$ -	\$ -
3-16	Interest	\$ -	\$ -	\$ 100,378	Interest	\$ -	\$ -
3-17	Bond Issuance Costs		\$ -	\$ -	Bond Issuance Costs	\$ -	\$ -
3-18	Developer Principal Repayments	\$ -	\$ -	\$ -	Developer Principal Repayments	\$ -	\$ -
3-19	Developer Interest Repayments	\$ -	\$ -	\$ -	Developer Interest Repayments	\$ -	\$ -
3-20	All Other [specify]	\$ -	\$ -	\$ -	All Other [specify]	\$ -	\$ -
3-21	Trustee Fees	\$ -	\$ -	\$ 5,600	7 iii o tilot [opoony]	\$ -	\$ -
3-22	ARI mill levy	\$ 26,199		\$ -		\$ -	\$ -
3-22	Aid illili levy		\$ -	\$ -		\$ -	\$ -
3-23	Add lines 3-1 through 3-23				Add lines 3-1 through 3-23	-	
3-24	TOTAL EXPENDITURES		\$ -	\$ 185,041	TOTAL EXPENSES		\$ -
3-25					GRAND TOTA	L (ALL FUNDS)	\$ 229,087
3-26	Interfund Transfers (In)	\$ -	\$ -		Net Interfund Transfers (In) Out	\$ -	\$ -
3-27	Interfund Transfers Out	\$ -	\$ -	\$ -	Other [specify][enter negative for expense]	\$ -	\$ -
3-28	Other Expenditures (Revenues)	\$ -	\$ -	\$ -	Depreciation/Amortization	\$ -	\$ -
3-29		\$ -	\$ -	\$ -	Other Financing Sources (from line 2-28)	\$ -	\$ -
3-30		\$ -	\$ -	\$ -	Capital Outlay (from line 3-14)	\$ -	\$ -
3-31		\$ -	\$ -	\$ -	Debt Principal (from line 3-15, 3-18)	\$ -	\$ -
3-32	(Add lines 3-26 through 3-31) TOTAL TRANSFERS AND OTHER EXPENDITURES	s -	\$ -	\$ -	(Add lines 3-27, 3-30, and 3-31, subtract lines 3-28 and 3-29) TOTAL GAAP RECONCILING ITEMS		s -
	Excess (Deficiency) of Revenues and Other Financing Sources	-	-	•	·	-	-
3-33	Over (Under) Expenditures				Net Increase (Decrease) in Net Position		
0 00	Line 2-30, less line 3-24, less line 3-32	\$ 32,974	\$ 4,043	\$ (30,204)	Line 2-30, less line 3-24, plus line 3-32, less line 3-26	\$ -	\$ -
		ψ 02,011	Ψ 1,010	(00,201)			Ψ
3-34	Fund Balance, January 1 from December 31 prior year report				Net Position, January 1 from December 31 prior year report		
		\$ 34,796	\$ 76,890	\$ 46,913		\$ -	\$ -
3-35	Prior Period Adjustment (MUST explain)	\$ -	\$ -	\$ -	Prior Period Adjustment (MUST explain)	\$ -	\$ -
	Fund Balance. December 31	φ -	φ -	φ -	Net Position. December 31		φ -
3-36	Sum of Lines 3-33, 3-34, and 3-35				Sum of Lines 3-33, 3-34, and 3-35		
0-00	This total should be the same as line 1-37.	\$ 67,770	\$ 80.933	\$ 16.709	This total should be the same as line 1-37.	\$ -	\$ -
		0.,.10				•	

IF GRAND TOTAL EXPENDITURES FOR ALL FUNDS (Line 3-25) ARE THAN \$750,000 - <u>STOP.</u>
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.

Please use this space to provide explanation of any item on this page

Envel	ope ID: 41C1AB57-EBA0-4209-956C-23EE41661EA0							
	PART 4 - DI	EBT (	DUTSTAI	NDING, ISSL	JEI	D, AND	RETIRED	
	Please answer the following questions by marking the a					Yes	No	Please use this space to provide any explanations
4-1	Does the entity have outstanding debt?	ppi opi ia	te boxes.			res ☑	NO	or comments
4-1	(If 'No' is checked, skip to question 4-5)					₩.	_	or communic
	(If 'Yes' is checked, please attach a copy of the entity's debt repayment schedule)							
4-2	Is the debt repayment schedule attached? If no, MUST explain:					☑		
4-2	is the debt repayment schedule attached? If no, MOST explain:				1	_	_	
4-3	Letter and the comment in the data and a second of the MILOT contains				J	☑		
4-3	Is the entity current in its debt service payments? If no, MUST explain:				n	Δ	L	
					_			
4-4	Please complete the following debt schedule, if applicable:							
	(please only include principal amounts)		tstanding at of prior year*	Issued during year	Reti	ired during year	Outstanding at year-end	
	(enter all amounts as positive numbers)	ena	or prior year			year	year-end	
	General obligation bonds	\$	-	\$ -	\$	-	\$ -	
	Revenue bonds	\$	-	\$ -	\$	-	\$ -	
	Notes/Loans	\$	2,679,065	\$ -		76,875	•	
	Lease & SBITA** Liabilities (GASB 87 & 96)	\$	2,070,000	\$ -	\$		\$ -	
	Developer Advances	\$	27,461			-	\$ 27,461	
	·	\$	21,401	-	-	-	\$ 27,461	
	Other (specify):	_						
	TOTAL	\$	2,706,526	•	\$	76,875	\$ 2,629,651	
**Subscri	ption-Based Information Technology Arrangements	*Must	agree to prior yea	r-end balance				
	Please answer the following questions by marking the a	ppropria	te boxes.			Yes	No	
4-5	Does the entity have any authorized but unissued debt as of its fiscal year-end [\$	Section 2	29-1-605(2) C.F	R.S.]?		☑		
If yes:	How much?	\$	94,425,000	•				
•	Date the debt was authorized:	-	5/8/2018					
NEW 4-6	Is the authorized but unissued debt further limited by the entity's most recent Se	rvice Di				☑		
	How much?	\$	7,500,000					
,00.	Date of the most recent Service Plan:	Ψ	3/5/2018					
4-7	Does the entity intend to issue debt within the next calendar year?		3/3/2010				☑	
		Φ.					•	
If yes:	How much?	`	-			_	_	
4-8	Does the entity have debt that has been refinanced that it is still responsible for?						☑	
,	What is the amount outstanding?	\$	-				_	
4-9	Does the entity have any lease agreements?						☑	
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?						☑	
	What are the annual lease payments?	\$	-					
	P	ART	5 - CASE	AND INVES	ŜΤΝ	<b>JENTS</b>		
	Please provide the entity's cash deposit and investm					Amount	Total	Please use this cases to provide any explanations
5-1	YEAR-END Total of ALL Checking and Savings accounts	iciit bala	nocs.		\$	5,975	I Otal	Please use this space to provide any explanations or comments
5-2	Certificates of deposit				\$	3,973		or communic
3-2	Certificates of deposit		TOTA	L CASH DEPOSITS		-	\$ 5,975	
			1012	L CASH DEI COHO	_		ų 5,375	
5-3	Investments (if investment is a mutual fund, please list underlying investments):							
	Colotrust				\$	188,778		
					\$	-		
					\$	-		
					\$	-		
			TO.	TAL INVESTMENTS			\$ 188,778	
		Т	OTAL CASH A	AND INVESTMENTS		İ	\$ 194,753	
	Discourse the fall out of the land of the	-t- b-					NVA	
	Please answer the following questions by marking in the appropria			Yes		No	N/A	
5-4	Are the entity's investments legal in accordance with Section 24-75-601, et. seq.,			☑				
5-5	Are the entity's deposits in an eligible (Public Deposit Protection Act) public deposits and 44.40 5.404 at a read O. P. O. M.	ository		☑				
	(Section 11-10.5-101, et seq. C.R.S.)? If no, MUST explain:				1			
					J			

Enve	lope ID: 41C1AB57-EBA0-4209-956C-23EE41661EA0						
	PART 6 -	CAPITAL A	AND RIGHT-T	O-USE	ASS	ETS	
	Please answer the following questions by marking in the a			Yes		No	Please use this space to provide any explanations
6-1	Does the entity have capitalized assets?			☑			or comments
	(If 'No' is checked, skip the rest of Part 6)						
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:			٦			
6-3	Complete the following Capital & Right-To-Use Assets table for	Balance -				v =	
	GOVERNMENTAL FUNDS:	beginning of the	Additions A	Deletic	ons	Year-End Balance	
	Land	\$	- \$	\$	- \$	-	
	Buildings	\$		\$	- \$	_	
	Machinery and equipment	\$		\$	- \$	-	
	Furniture and fixtures	\$	- \$ -	\$	- \$	-	
	Infrastructure	\$		\$	- \$	-	
	Construction In Progress (CIP)	\$ 2,739,27			- \$	2,739,276	
	Leased & SBITA Right-to-Use Assets	\$	- \$ -	Ψ	- \$	-	
	Intangible Assets	\$		\$	- \$	-	
	Other (explain):			\$	- \$	-	
	Accumulated Amortization Right to Use Assets (Enter a negative, or credit, balance)  Accumulated Depreciation (Enter a negative, or credit, balance)	\$		\$	- \$ - \$	-	
	TOTAL			\$	- \$	2,739,276	
	1-11-2		- <del>-</del>	1 4		2,100,210	
6-4	Complete the following Capital & Right-To-Use Assets table for	Balance - beginning of the	e Additions^	Deletic	ne	Year-End Balance	
	PROPRIETARY FUNDS:	year*	Additions	Dolotte	,,,,,	rear-Ena Balance	
	Land	\$	- \$	\$	- \$	-	
	Buildings	\$		\$	- \$	-	
	Machinery and equipment	\$		\$	- \$	-	
	Furniture and fixtures	\$	- \$	ΙΨ	- \$	-	
	Infrastructure	\$		\$	- \$	-	
	Construction In Progress (CIP)	\$	- \$ - - \$	7	- \$ - \$	-	
	Leased & SBITA Right-to-Use Assets	\$		\$	- \$	-	
	Intangible Assets Other (explain):	\$	- \$		- \$		
	Accumulated Amortization Right to Use Assets (Enter a negative, or credit, balance)	\$	- \$		- \$		
	Accumulated Depreciation (Enter a negative, or credit, balance)	\$		\$	- \$	-	
	TOTAL			\$	- \$	-	
		* Must agree to prior			tal autlau a	n line 3-14 and capitalized in	
			government's capitalization				
		DT 7 DE	IOLONI INIEGE	)			
			NSION INFOR	RMATIC	)N		
	Please answer the following questions by marking in the a	ppropriate box.		Yes		No	Please use this space to provide any explanations
7-1	Does the entity have an "old hire" firefighters' pension plan?						or comments
7-2	Does the entity have a volunteer firefighters' pension plan?					☑	
If yes:	Who administers the plan?						
	Indicate the contributions from:  Tax (property, SO, sales, etc.):		\$ -				
	State contribution amount:		\$				
	Other (gifts, donations, etc.):		\$	_			
	<u> </u>	тот		1			
	What is the monthly benefit paid for 20 years of service per retiree as of Jan 1?		\$ -				

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10-8 If the entity is a Title 32 Special District formed after 7/1/2000, has the entity filed its preceding year annual report with the State Auditor as required under SB 21-262 [Section 32-1-207 C.R.S.]? If NO, please explain.

	PART 8 - BUDG	ET INFOR	MATION		
	Please answer the following question by marking in the appropriate box.	Yes	No	N/A	Please use this space to provide any explanations
	lid the entity file a current year budget with the Department of Local Affairs, in accordance with ection 29-1-113 C.R.S.? If no, MUST explain:	☑			or comments
	id the entity pass an appropriations resolution in accordance with Section 29-1-108 C.R.S.? no, MUST explain:	☑			
yes: P	lease indicate the amount appropriated for each fund separately for the year reported				
	Please make sure each individual fund's appropriation agrees to how the budget was adopted. o not combine funds)				
	Governmental/Proprietary Fund Name Total Appropriation	ons By Fund			
	Seneral Fund \$	82,772			
	bebt Fund \$ capital Projects Fund \$	191,643 72,780			
ř	\$	-			
	\$	-			
	PART 9 - TAX PAYER'S	BILL OF R	IGHTS (TA	BOR)	
	Please answer the following question by marking in the appropriate box.		Yes	No	Please use this space to provide any explanations
9-1 Is	the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]?		☑		or comments
	lote: An election to exempt the entity from the spending limitations of TABOR does not exempt the entity from the 3 percent serve requirement. All entities should determine if they meet this requirement of TABOR.	emergency			
	PART 10 - GENE	RAL INFOR	RMATION		
	Please answer the following questions by marking in the appropriate box.		Yes		
10-1 Is	461			No	Please use this space to provide any explanations
	s this application for a newly formed governmental entity?			No ☑	Please use this space to provide any explanations or comments
yes: D	ate of formation:				
yes: D	late of formation:				
yes: D 10-2 H yes: P	late of formation: las the entity changed its name in the past or current year? lease list the NEW name:			☑	
yes: D 10-2 H yes: P	late of formation: las the entity changed its name in the past or current year? lease list the NEW name: lease list the PRIOR name:			<b>∅</b>	Please use this space to provide any explanations or comments
yes: D 10-2 H yes: P P 10-3 Is	ate of formation: las the entity changed its name in the past or current year? lease list the NEW name: lease list the PRIOR name: the entity a metropolitan district?			☑	
yes: D 10-2 H yes: P P 10-3 Is 10-4 P	late of formation: las the entity changed its name in the past or current year? lease list the NEW name: lease list the PRIOR name:			<b>∅</b>	
yes: D 10-2 H yes: P P 10-3 Is 10-4 P	late of formation: las the entity changed its name in the past or current year? lease list the NEW name: lease list the PRIOR name: s the entity a metropolitan district? lease indicate what services the entity provides:			☑	
yes: D 10-2 H yes: P P 10-3 Is 10-4 P	late of formation:  las the entity changed its name in the past or current year?  lease list the NEW name:  lease list the PRIOR name:  s the entity a metropolitan district?  lease indicate what services the entity provides:		_ □	<b>∅</b>	
yes: D 10-2 H yes: P P 10-3 Is 10-4 P	late of formation:  las the entity changed its name in the past or current year?  lease list the NEW name:  lease list the PRIOR name:  stee entity a metropolitan district?  lease indicate what services the entity provides:  Vater, Sanitation, Parks and Recreation, Streets  loos the entity have an agreement with another government to provide services?		_ □	☑	
f yes: D 10-2 H f yes: P P 10-3 Is 10-4 P W 10-5 D f yes: L 10-6 H	late of formation:  las the entity changed its name in the past or current year?  lease list the NEW name:  lease list the PRIOR name:  stee entity a metropolitan district?  lease indicate what services the entity provides:  Vater, Sanitation, Parks and Recreation, Streets  loos the entity have an agreement with another government to provide services?	eable to Title 32	_ □	☑	
f yes: D 10-2 H f yes: P P 10-3 Is 10-4 P W 10-5 D f yes: Li 10-6 H s	late of formation: last the entity changed its name in the past or current year? lease list the NEW name: lease list the PRIOR name: s the entity a metropolitan district? lease indicate what services the entity provides:  Vater, Sanitation, Parks and Recreation, Streets loses the entity have an agreement with another government to provide services? list the name of the other governmental entity and the services provided:  last the district filed a Title 32, Article 1 Special District Notice of Inactive Status during the year? [Application of the other government in the past of the past o	table to Title 32	_ □	☑	
f yes: D 10-2 H f yes: P P 10-3 Is 10-4 P W 10-5 D f yes: Li 10-6 S s f yes: D	late of formation: last the entity changed its name in the past or current year? lease list the NEW name: lease list the PRIOR name: s the entity a metropolitan district? lease indicate what services the entity provides:  Vater, Sanitation, Parks and Recreation, Streets loses the entity have an agreement with another government to provide services? list the name of the other governmental entity and the services provided:  last the district filed a Title 32, Article 1 Special District Notice of Inactive Status during the year? [Application of the other government to Sections 32-1-103 (9.3) and 32-1-104 (3), C.R.S.]	able to Title 32	_ □	☑	

Bond redemption mills

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

General/other mills

✓

Total mills

6.00

2.54

8.54

## Docusign Envelope ID: 41C1AB57-EBA0-4209-956C-23EE41661EA0

	 200 0000 2022 : : 00 : 2: 10	OCA LICE ONLY	
		OSA USE ONLY	
Entity Wide:	General Fund	Governmental Funds	
Unrestricted Cash & Investments	\$ 194,753 Unrestricted Fund Balance	\$ 63,499 Total Tax Revenue	\$ 225,922
Current Liabilities	\$ 32,887 Total Fund Balance	\$ 67,770 Revenue Paying Debt Service	\$ 154,837
Deferred Inflow	\$ 250,954 PY Fund Balance	\$ 34,796 Total Revenue	\$ 81,063
	Total Revenue	\$ 77,020 Total Debt Service Principal	\$ 76,875
	Total Expenditures	\$ 44,046 Total Debt Service Interest	\$ 100,378
		Total Assets	\$ 449,253
	Interfund In	\$ - Total Liabilities	\$ 32,887
Governmental	Interfund Out	\$	
Total Cash & Investments	\$ 194,753 Proprietary	Enterprise Funds	
Transfers In	\$ - Current Assets	\$ - Net Position	\$ -
Transfers Out	\$ - Deferred Outflow	\$ - PY Net Position	\$
Property Tax	\$ 207,498 Current Liabilities	\$ - Government-Wide	
Debt Service Principal	\$ 76,875 Deferred Inflow	\$ - Total Outstanding Debt	\$ 2,629,651
Total Expenditures	\$ 229,087 Cash & Investments	\$ - Authorized but Unissued	\$ 94,425,000
Total Developer Advances	\$ - Principal Expense	\$ - Year Authorized	5/8/2018
Total Developer Repayments	\$ - Total Expenses	\$	

#### PART 11 - GOVERNING BODY APPROVAL

Please answer the following question by marking in the appropriate box.

☑

п

11-1 If you plan to submit this form electronically, have you read the Electronic Signature Policy?

Office of the State Auditor — Local Government Division - Exemption Form Electronic Signature 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 addresss.

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 two 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 body. By signing, each individual member is certifying they are a duly elected or appointed officer of the local government. Governing members may be verified. Also by signing, the individual 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 revenues and expenditures of more than \$100,000 but not more than \$750,000 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 or type the names of <u>ALL</u> members of the governing body below. A <u>MAJORITY</u> of the members of the governing body must sign below.							
Board Member 1	Board Member's Name:  I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit.  My term expires:May 2025	Thomas Ohison  Tom Oklson Signature 24/03/25 Date					
Board Member 2	Board Member's Name:  I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit.  My term expires:May 2025	Elizabeth Rowley  Elizabeth Rowley  Signature Elizabeth Rowley (Mar 28, 2025 10:06 MDT)  Date 28/03/25					
Board Member 3	Board Member's Name:  I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit.  My term expires:May 2025	Signature 27/03/25					
Board Member 4	Board Member's Name: I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit.  My term expires:	Vacant Signature 7/23/2025   4:50 PM PDT Date					
Board Member 5	Board Member's Name:  I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit.  My term expires:	Vacant           Signature           Date					
Board Member 6	Board Member's Name:  I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit.	Signature  Date					
Board Member 7	Board Member's Name:  I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit.  My term expires:	Signature   Date					

## **TBC MD 2024**

Final Audit Report 2025-03-28

Created: 2025-03-24

By: Daisey Rivas Garcia (daisey@simmonswheeler.com)

Status: Signed

Transaction ID: CBJCHBCAABAA7GtK6vBY\_a-jjAZgAOKvb9kvx8V\_rgJ-

## "TBC MD 2024" History

- Document created by Daisey Rivas Garcia (daisey@simmonswheeler.com) 2025-03-24 5:01:06 PM GMT
- Document emailed to Diane Wheeler (diane@simmonswheeler.com) for signature 2025-03-24 5:01:11 PM GMT
- Document emailed to Thomas Ohlson (tom.ohlson@greatwestps.com) for signature 2025-03-24 5:01:12 PM GMT
- Document emailed to Jennifer Peters (jen.peters@sagardrealestate.com) for signature 2025-03-24 5:01:12 PM GMT
- Document emailed to Elizabeth Rowley (elizabeth.rowley@greatwestps.com) for signature 2025-03-24 5:01:12 PM GMT
- Email viewed by Thomas Ohlson (tom.ohlson@greatwestps.com) 2025-03-24 5:02:49 PM GMT
- Email viewed by Elizabeth Rowley (elizabeth.rowley@greatwestps.com) 2025-03-24 5:04:21 PM GMT
- Email viewed by Jennifer Peters (jen.peters@sagardrealestate.com) 2025-03-24 5:04:31 PM GMT
- Document e-signed by Thomas Ohlson (tom.ohlson@greatwestps.com)
  Signature Date: 2025-03-24 5:04:56 PM GMT Time Source: server
- Email viewed by Diane Wheeler (diane@simmonswheeler.com) 2025-03-24 5:49:20 PM GMT
- Document e-signed by Diane Wheeler (diane@simmonswheeler.com)
  Signature Date: 2025-03-24 5:49:41 PM GMT Time Source: server



- Email viewed by Elizabeth Rowley (elizabeth.rowley@greatwestps.com) 2025-03-26 4:21:36 PM GMT
- Email viewed by Jennifer Peters (jen.peters@sagardrealestate.com)
  2025-03-26 4:21:36 PM GMT
- Email viewed by Elizabeth Rowley (elizabeth.rowley@greatwestps.com) 2025-03-27 3:19:35 PM GMT
- Email viewed by Jennifer Peters (jen.peters@sagardrealestate.com) 2025-03-27 3:20:00 PM GMT
- Document e-signed by Jennifer Peters (jen.peters@sagardrealestate.com)
  Signature Date: 2025-03-27 4:06:22 PM GMT Time Source: server
- Email viewed by Elizabeth Rowley (elizabeth.rowley@greatwestps.com) 2025-03-28 3:31:21 PM GMT
- Document e-signed by Elizabeth Rowley (elizabeth.rowley@greatwestps.com)
  Signature Date: 2025-03-28 4:06:07 PM GMT Time Source: server
- Agreement completed.
   2025-03-28 4:06:07 PM GMT



## **Certificate Of Completion**

Envelope Id: 41C1AB57-EBA0-4209-956C-23EE41661EA0

Subject: Complete with Docusign: TBC MD - 2024 Annual Report

Source Envelope:

Document Pages: 19 Signatures: 1 Initials: 0 Sarah Luetjen Certificate Pages: 4

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:

Status: Completed

44 Cook Street, Suite 620 Denver, CO 80206 sluetjen@cegrlaw.com IP Address: 50.207.72.210

## **Record Tracking**

Status: Original

7/23/2025 4:48:09 PM

Holder: Sarah Luetjen

sluetjen@cegrlaw.com

Location: DocuSign

## **Signer Events**

Tom Ohlson

tom.ohlson@greatwestps.com

Security Level: Email, Account Authentication

(None)

## Signature

Signed by: tom Oldson 0498DA58B225476..

**Timestamp** Sent: 7/23/2025 4:49:04 PM

Viewed: 7/23/2025 4:50:25 PM Signed: 7/23/2025 4:50:41 PM

Signature Adoption: Pre-selected Style

Using IP Address: 24.7.93.48

### **Electronic Record and Signature Disclosure:**

Accepted: 7/23/2025 4:50:25 PM

ID: 132c9f90-bd27-42a3-aa62-095007e3f07b

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 Certified Delivered Signing Complete Completed	Hashed/Encrypted Security Checked Security Checked Security Checked	7/23/2025 4:49:04 PM 7/23/2025 4:50:25 PM 7/23/2025 4:50:41 PM 7/23/2025 4:50:41 PM				
Payment Events	Status	Timestamps				
Electronic Record and Signature Disclosure						

Electronic Record and Signature Disclosure created on: 11/22/2022 9:30:37 AM Parties agreed to: Tom Ohlson

### ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Cockrel Ela Glesne Greher & Ruhland PC (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 Cockrel Ela Glesne Greher & Ruhland PC:

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: sluetjen@cegrlaw.com

## To advise Cockrel Ela Glesne Greher & Ruhland PC 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 sluetjen@cegrlaw.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 Cockrel Ela Glesne Greher & Ruhland PC

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 sluetjen@cegrlaw.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 Cockrel Ela Glesne Greher & Ruhland PC

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 sluetjen@cegrlaw.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: <a href="https://support.docusign.com/guides/signer-guide-signing-system-requirements">https://support.docusign.com/guides/signer-guide-signing-system-requirements</a>.

## 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 Cockrel Ela Glesne Greher & Ruhland PC 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 Cockrel Ela Glesne Greher & Ruhland PC during the course of your relationship with Cockrel Ela Glesne Greher & Ruhland PC.