

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE GREATROCK NORTH WATER AND SANITATION DISTRICT HELD DECEMBER 7, 2021

A regular meeting of the Board of Directors (referred to hereafter as “Board”) of the Greatrock North Water and Sanitation District (referred to hereafter as “District”) was convened on Tuesday, December 7, 2021 at 4:30 P.M. The meeting was conducted via video conference – Zoom. The meeting was open to the public.

ATTENDANCE

Directors in attendance:

Robert W. Fleck
John D. Wyckoff
Brian K. Rogers
Dave Lozano
Jeffrey Polliard

Also in attendance were:

Lisa A. Johnson; CliftonLarsonAllen LLP (“CLA”)
Jennifer Gruber Tanaka, Esq. and Erin Stutz, Esq.; White Bear Ankele Tanaka & Waldron, P.C.
Mike Murphy; Ramey Environmental Compliance, Inc.
Nick Marcotte; Element Engineering, LLC

ADMINISTRATIVE MATTERS

Disclosures of Potential Conflicts of Interest: Ms. Johnson advised the Board that, pursuant to Colorado law, certain disclosures may be required prior to taking official action at the meeting. The Board reviewed the Agenda for the meeting, following which, Directors Fleck, Wyckoff, Rogers, Lozano and Polliard each confirmed that they had no conflicts of interest in connection with any of the matters listed on the Agenda.

Agenda: Ms. Johnson distributed for the Board’s review and approval a proposed Agenda for the District’s regular meeting. Following discussion, upon a motion duly made by Director Wyckoff, seconded by Director Rogers and, upon vote, unanimously carried, the Board approved the Agenda as presented.

Board of Director’s Report: None.

District Manager’s Report: The Board reviewed the monthly Manager’s Report. There were no questions. A copy of the report is attached hereto and incorporated herein by this reference.

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CONSENT AGENDA

The Board considered the following actions:

1. Approve the Minutes of the October 26, 2021 special work session meeting and the November 2, 2021 regular meeting.
2. Ratify approval of the payment of claims for the period ending November 23, 2021 in the amount of \$68,879.97.
3. Operations and Maintenance Activities Report.
4. Review meter installation report.
5. Acceptance of Cash Position Schedule and Unaudited Financial Statements for the period ending October 31, 2021 and Inclusion Summary.
6. Acknowledge rate increase from Hayes Poznanovic Korver LLC.
7. Approval of Seventh Addendum to Independent Contractor Agreement with Bishop-Brogden Associates, Inc. for Water Rights Acquisition Services.
8. Approval of Seventh Addendum to Independent Contractor Agreement with Bishop-Brogden Associates, Inc. for Water Rights Engineering Services.
9. Approval of Ninth Addendum to Independent Contractor Agreement with Ramey Environmental Compliance, Inc. for Operator in Responsible Charge Services.
10. Approval of 2021 Audit Engagement Letter and Agreed Upon Procedures for EDOP from Schilling & Co.
11. Approval of Sixth Addendum to Independent Contractor Agreement with Elite Industries, Inc. for Landscape Maintenance Services.
12. Approval of Third Addendum to Independent Contractor Agreement with Generator Source LLLP, d/b/a Diesel Service and Supply for Generator Preventative Maintenance Services.
13. Approval of Second Addendum to Independent Contractor Agreement with Action Fire Hydrant Service, LLC.
14. Termination of Independent Contractor Agreement with Colorado Water Well.
15. Termination of Independent Contractor Agreement with Inland Potable Services, Inc.

Following discussion, upon a motion duly made by Director Wyckoff, seconded by Director Rogers and, upon vote, unanimously carried, the Board approved the Consent Agenda items, as presented.

FINANCIAL MATTERS

Changes to Fees and Charges:

Resolution No. 2021-12-01: Resolution Amending Rules and Regulations (2019 Reissuance) and Appendix A: Ms. Johnson and Mr. Marcotte presented the recommended changes to the rate structure for 2022 based on

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the rate model. Following review and discussion, upon a motion duly made by Director Wyckoff, seconded by Director Rogers and, upon vote, unanimously carried, the Board approved to increase the fees effective January 1, 2022 as follows:

\$50.00 Service Fee
\$5.00/1,000 gallons usage up to 40,000 gallons
\$11.00/1,000 gallons usage over 40,000 gallons

The Board then discussed the recommended changes to Rules and Regulations related to the timing of collection of system development fees in Hayesmound Estates, Country Club Ranchettes #1 and Ridgeview Estates, noting the change would require the fees to be paid at the time of transfer of ownership of a lot from the developer. For lots already transferred, the fee would be due five days after the building permit is issued. These changes to the Rules and Regulations would become effective as of the date of this meeting.

The Board was in favor of these changes.

Following review and discussion, upon a motion duly made by Director Wyckoff, seconded by Director Rogers and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-12-01: Resolution Amending Rules and Regulations (2019 Reissuance) and Appendix A, subject to revisions discussed.

Resolution No. 2021-12-02: Concerning the Imposition of Various Fees, Rates, Penalties and Charges for Water Services and Facilities:

Following review and discussion, upon a motion duly made by Director Wyckoff, seconded by Director Rogers and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-12-02, as presented.

**ENGINEER'S
REPORT**

Mr. Marcotte presented his Engineer's Report and provided updates. A copy of the report is attached hereto and incorporated herein by this reference.

CAPITAL PROJECTS UPDATES:

Third Alluvial Well: An update was included in the Engineer's Report.

Evaporation Pond: An update was included in the Engineer's Report.

Reverse Osmosis Treatment Facility: An update was included in the Engineer's Report.

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OPERATIONS /
MAINTENANCE
MATTERS

Operator in Responsible Charge (ORC) Report: Mr. Murphy presented his report and provided updates. A copy of the report is attached hereto and incorporated herein by this reference.

LEGAL MATTERS

None.

OTHER MATTERS

Status of Homestead Heights/Country Club Ranchettes #1: An update was included in the Engineer’s Report.

Status of Hayesmout Estates: Ms. Johnson reported that one additional system development fees were collected. There is one lot remaining to collect the system development fees on.

Status of Ridgeview Estates:

Initial Acceptance of the Water Improvements in Ridgeview Estates and Begin Warranty Period: Mr. Marcotte presented his letter on the initial acceptance of water improvements to the Board. Following review and discussion, upon a motion duly made by Director Polliard, seconded by Director Wyckoff and, upon vote, unanimously carried, the Board approved the initial acceptance, subject to receipt of a warranty bond and bill of sale.

Epic Estates Potential Inclusion: Ms. Johnson provided an update on the meeting that staff had with representatives from Epic Estates regarding potential inclusion into the District for water service. No action necessary at this time.

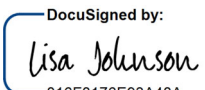
COMMUNITY
COMMENTS

None.

ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director Rogers, seconded by Director Polliard and, upon vote, unanimously carried, the meeting was adjourned at 6:02 p.m.

Respectfully submitted,

By  Secretary for the Meeting
DocuSigned by:
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Date: November 30, 2021
To: Greatrock North Water and Sanitation District, Board of Directors
From: Lisa A. Johnson, District Manager
Re: December 7, 2021 Manager's Report

Agenda Action Items

II.A. Consent Agenda

1. Approve the Minutes of the October 26, 2021 special meeting and November 2, 2021 regular meeting.
2. Ratify approval of the payment of claims for the period ending November 23, 2021.
3. Operations and Maintenance Activities Report.
4. Review meter installation report.
5. Acceptance of cash position schedule, property tax schedule and unaudited financial statements for the period ending October 31, 2021 and inclusion summaries.
6. Approve engagement letter with Hayes Poznanovic Korver LLC.
7. Approve the Seventh Addendum to ICA with BBA for Water Rights Acquisition Services.
8. Approve the Seventh Addendum to ICA with BBA for Water Rights Engineering Services.
9. Approve the Ninth Addendum to ICA with REC.
10. Approve the 2021 audit preparation.
11. Approve the Sixth Addendum to ICA with Elite Industries, Inc.
12. Approve the Third Addendum to ICA with Generator Source.
13. Approve the Second Addendum to ICA with Action Fire Hydrant Services.
14. Terminate the ICA with Colorado Water Well.
15. Terminate the ICA with Inland Potable Services.

I recommend approval of the consent agenda items.

III.A. 2022 Fee Schedule

Mr. Marcotte and I will review the water rate model with the Board. We are recommending an increase to the service fee from \$48/mo. To \$50/mo. and an increase in the usage fee from \$4.50/1,000 gallons used to \$5.00/1,000 gallons used. No increase to the usage fee for usage over 40,000 gallons.

In addition, Attorney Tanaka and I will be presenting a requested change in the language related to the collection of System Development Fees (“SDF’s”). This will be presented at the meeting.

I recommend approval of the rate changes and proposed language related to SDF’s.

VII.A. Homestead Heights/ Country Club Ranchettes #1

Updates provided in the Engineer’s Report. In addition, Mr. Scolnick has indicated that he is working to provide the District a few easements relative to infrastructure through private property. Staff is planning to bring these to the Board at the January meeting.

VII.B. Hayesmount Estates

19 System Development Fees have been paid as of February 21, 2020.

VII.C. Ridgeview Estates

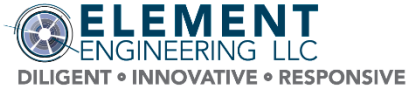
Updates provided in the Engineer’s Report.

Review of monthly Water Resumes and Other Water Related Matters

Attorney Poznanovic has reviewed the September resume and did not find any cases he recommends the District oppose.

Update on other District Related Matters and/or Committee Meetings

Director Wyckoff, Director Fleck at times, Mr. Marcotte, Ms. Giankaris and I are meeting on Friday mornings at 9 am via Microsoft Teams to discuss weekly updates on the capital projects as well as any operational matters.



ENGINEER'S PROGRESS REPORT

Date: December 7, 2021
To: Greatrock North Water and Sanitation District
From: Element Engineering
Job No. 0041.0001
RE: Monthly Engineers Report – **New Items Bold**

CAPITAL PROJECTS:

1. Water Treatment Plant Improvements - Construction

Element Engineering recommended Moltz Construction be awarded the project. The board voted to award the project to Moltz at the district's April 4th Meeting. The notice of award and owner-contractor agreement have been signed by both the district and the contractor. Bonds and insurance (payment and performance bonds) have been received by Element. Hard copies will be provided to CLA. Element held a meeting with Moltz to discuss a schedule for the pre-construction meeting and notice to proceed. The pre-construction meeting is scheduled for the week of May 31st with the notice to proceed being issued shortly after. Moltz has already submitted documents for the septic system permit and is working on the building department permit. We expect submittals to begin arriving for review shortly.

A pre-construction meeting was held on June 10th. The Notice to Proceed has been fully executed by both parties. The following is a summary of the construction timeline:

Notice to Proceed:	June 14, 2021
Substantial Completion:	March 26, 2022 (285 days after NTP)
Punch List Complete:	May 10, 2022 (45 days after Substantial Completion)

Moltz Construction has started sending material and equipment submittals to Element for review.

During the building permit review process Adams County planning is requiring that a Major PUD Amendment process be completed. As it was our understanding that this would not be required, due to the proposed building being included in the last PUD amendment, Element reached out to Adams County to review this requirement. Adams County has indicated that as the building was included on the site plan, not the signed PUD amendment, a new amendment process would be required. The major amendment will require 2 hearings: one before the Planning Commission and one before the Board of County Commissioners. A neighborhood meeting will also be required. We have informed Moltz of this requirement and will keep them informed as to our

progress and how it may, or may not, affect their schedule. It is our hope that we can complete this process prior to Molt's planned onsite construction date, therefore causing no delays.

The required major PUD amendment mailer was sent out by certified mail. The public meeting is scheduled for August 3rd at 5:30 PM via Zoom (the same Zoom invitation as the district's board meeting). A meeting agenda has been provided to the board for review and is attached to this report.

The public meeting was held on August 3rd. The PUD application was submitted shortly after. We have received confirmation that the application has been received and assigned to a county planner. Element has reached out to our assigned project manager to see what the schedule for the PUD process will be. We have not yet received a response on that request.

Moltz Construction has requested to mobilize onsite with fencing, portlets, and other minor items. This request has been approved.

Element attended site visit meeting with Moltz and REC on September 16th to exchange building keys and discuss initial mobilization. The temporary construction fencing will be installed on or about Monday September 20th.

We have received comments from the Adams County planner assigned to our PUD amendment case. The comments provided by Adams County are attached to this report. Comments and Element responses are as follows:

- Staff has concerns with the visual and aesthetic compatibility of the proposed structure with the rest of Box Elder Creek Ranch PUD. Please provide more detail about the building material that will be used.

Element Response: Although this information was included with the original application, we will address this comment by including images of nearby and adjacent structures and showing that the proposed building features Hardie siding and wood trim. We will stress that the district is budgeting significant money to ensure that the building blends with adjacent structures.

- Provide a more detailed landscaping plan to show how many and what type of trees that will be planted. Please show all existing trees and vegetation that will remain after the structure is complete.

Element Response: We will provide a landscaping plan as requested. A draft of the landscaping plan is attached. All trees installed will be Austrian Pines.

- The secondary access will require a county access permit and review, etc.

Element Response: Element responded to this comment with an email requesting clarification on this item. This is technically not a "secondary" access used by the project. This is the primary access to what was originally a separate lot.

A response to all comments will be sent to Adams County by September 24th. A draft comment response letter will be provided to the district manager and board president and vice-president prior to submittal to Adams County.

Moltz has submitted Pay Application No. 1 which includes fees for mobilization. Element has reviewed this application and recommend it for approval. Moltz cannot begin work until the final building permit is issued. This requires the county to approve the Major PUD Amendment. Element has requested a schedule from the newly assigned Adams County project manager, and we are awaiting a response.

Dates for the planning commission and Board of County Commissioners meetings have been set for December 9th (6PM) and January 11th (9:30AM). Element will be present at these meetings. The district has approved Element to proceed with the removal of the water treatment plant sump design and to design a new gravity concentrate main from the water treatment plant site to the tie-in location at 162nd and Rayburn. This re-design is ongoing and will likely be done in December.

2. Concentration Evaporation Pond

Element has reviewed all historic documents on the concentration evaporation pond and has contacted the subconsultant tasked with the concentrate line and pond grading design (CVL). The tasks necessary to complete design and permitting of the concentrate pond are as follows:

- Receive concentrate line and pond CAD files from CVL.
- Compile an Engineering Design and Operations Plan (EDOP), design plans, liner design, and specifications for the pond per CDPHE Section 9: Waste Impoundments.
- Finalize pond grading design and SWMP.
- Update concentrate line per request from developer and update easement exhibit.

Element has provided the district with a proposal to the district to complete pond design and CPDHE submittal (EDOP, plans, specifications). The EDOP, plans, and specifications will be to CPDHE for review and approval. After approval, the district will be granted approval for construction. CDPHE has strict quality control and construction documentation requirements including a construction QA/QC report that must be submitted after construction. Element can provide a proposal for pond bidding, construction observation, and construction QA/QC reporting at the appropriate time.

Element's proposal to complete the third concentrate pond and line has been approved by the district. We are currently working on the EDOP and plans. Also, we have provided a modified draft easement exhibit to Jay Scolnick for the revised concentrate line alignment.

As of August 29, 2021, Element continues to work on the concentrate pond design and EDOP. We have been coordinating with Jay on the concentrate line and have come to an agreement on the line location. We are finalizing what should be the last iteration of the concentrate line easement

for signature by Jay. Our surveyor will require some field work for the easement in order to stamp the legal description. Also, there is additional survey required for the concentrate line design which will occur at the same time.

Additional survey field work was ongoing as of September 16th. Element met onsite with the surveyor to confirm required items to be surveyed. Element held discussions about the potential to eliminate the proposed sump and pump in the proposed RO WTP if the concentrate line can be lowered. Element recommends any new concentrate main installation be 8-inch diameter SDR 35 PVC minimum.

Element has received the updated survey and has provided preliminary pond alternative layouts and costs as well as concentrate line profiles for the district's discussion at the October 26th work session. Upon a final decision for layout and pond location design documents will be created. Also, it is apparent that the concentrate line in Rayburn can be lowered, allowing the proposed sump in the ROWWTP to be removed and all drains go to the concentrate line.

Element was provided direction by the board to proceed with the west pond location and the gravity concentrate main running down Hudson Mile Road. Design work is ongoing with draft design documents expected to be complete in January. Element has reached out to Adams County to determine what permitting will be required for the project. A potential pre-application meeting with Adams County was requested.

3. Third Alluvial Well

Element will report items pertaining to the third alluvial well in this section.

Element met with the district's water resources engineer on August 12th. It was discussed that the location of Alluvial Well 3 and 4 would likely be the best locations for the new alluvial well. Element has been requested to complete a construction and design cost estimate to tie each of these well locations into the existing raw water lines. This work will begin shortly.

The well locations 3 and 4 were determined to be the best locations as they produce a satisfactory amount of water and have better water quality than location 5, which tested very high in nitrates (> 20 mg/L).

A Basis of Design Report (BDR) must be submitted to CDPHE to add an additional water source. This BDR must include the results of extensive water quality testing. Two separate testing batteries must be completed in two separate calendar quarters. Also, once drilled, the well will need to be tested to insure it is not under the direct influence of surface water.

No work this period.

GENERAL ENGINEERING – ADMINISTRATION

Element has been coordinating closely with CLA to onboard general engineering services. Element, CLA and GNWSD held an initial onboarding meeting at Element offices on June 10th. An additional onboarding meeting with REC has been scheduled on June 30th at REC offices. We have received all electronic and hard copy files from MMI and have reviewed them to determine the sum of available records.

Element has completed cost estimates to support 2022 budget preparation. This included estimated general engineering (ops and admin) fees, capital project fees, and engineering construction

administration fees. A meeting to review the proposed budget items was held on September 22nd at REC offices.

Element is coordinating the additional information (survey) and scoping items on the concentrate line and concentrate pond and line alternatives in the General Engineering – Administration job number.

Element presented options to the board on concentrate line and concentrate pond locations. See Third Concentrate Pond reporting for more information.

1. Box Elder Creek Ranch Subdivision

Element will report general administrative engineering items pertaining to the Box Elder Creek Ranch subdivision in this section.

No work this period.

2. Rocking Horse Farms Subdivision

Element will report general administrative engineering items pertaining to the Rocking Horse Farms subdivision in this section.

Element has coordinated with REC to complete the recommendation for final acceptance of the Rocking Horse Farms Pump Station Replacement Project. The project was completed on July 22, 2020, and has been successfully operating since startup. The 1-year warranty period has elapsed, and Element recommends final acceptance.

No work this period.

3. Greatrock North Subdivision

Element will report general administrative engineering items pertaining to the Greatrock North subdivision in this section.

No work this period.

4. Hayesmount Estates Subdivision

Element will report general administrative engineering items pertaining to the Hayesmount Estates subdivision in this section.

No work this period.

GENERAL ENGINEERING – OPERATIONS

Element will report on water accounting, use, water quality, and electrical usage, and pond levels in this section. We are working on on-boarding and coordination with REC so that we may obtain data for regular reporting.

See attached monthly year over year comparison of electrical use (KWH) and electrical billing (\$).

DEVELOPMENT SERVICES

1. Country Club Ranchettes Filing No. 1

Element has contacted Jay Scolnick and his contractor (Three Sons Construction) to set up a pre-construction meeting. The meeting is tentatively scheduled to be held onsite during the weeks of July 5th or July 12th depending on final construction permit issuance from Adams County. Three Sons Construction has started the submittal process with Element. We are reviewing submittals per the district's rules and regulations.

Element will discuss construction observation and management roles and responsibilities with REC and CLA to clearly define task responsibility between each entity.

Element will be responsible for onsite construction observation. Submittals have been received and reviewed. A pre-construction meeting was held on July 16th. Onsite construction work started on July 21st. Element will be providing full time observation for the first week, and scale back observation time if we feel the contractor is completing acceptable work. Element provided the district with an estimated number of hours for onsite work that included the pre-construction, observation, GPS services and final walkthrough.

Element has completed construction observation and oversight during construction. Adams County notified the developer (Jay) and their engineer (Manhard) that their fire hydrant design and installation was three feet too close to the centerline of the asphalt roadway. The hydrants are required to be moved, which will require a new pressure test. An exhibit of this relocation is attached to this board report.

Element inspected and coordinated work on the fire hydrant relocation.

Minor construction observation/coordination occurred during this reporting period. Initial acceptance will occur after the surface improvements are complete (pavement, etc).

No work this period.

2. Country Club Ranchettes Filing No. 2

No work this period.

3. Ridgeview Estates

Element has requested the developer that to notify us when all surface improvements have been completed. Upon completion of these improvements an initial acceptance walkthrough can be held, and a punch list generated. Upon completion of the punch list items (if any) initial acceptance will be recommended.

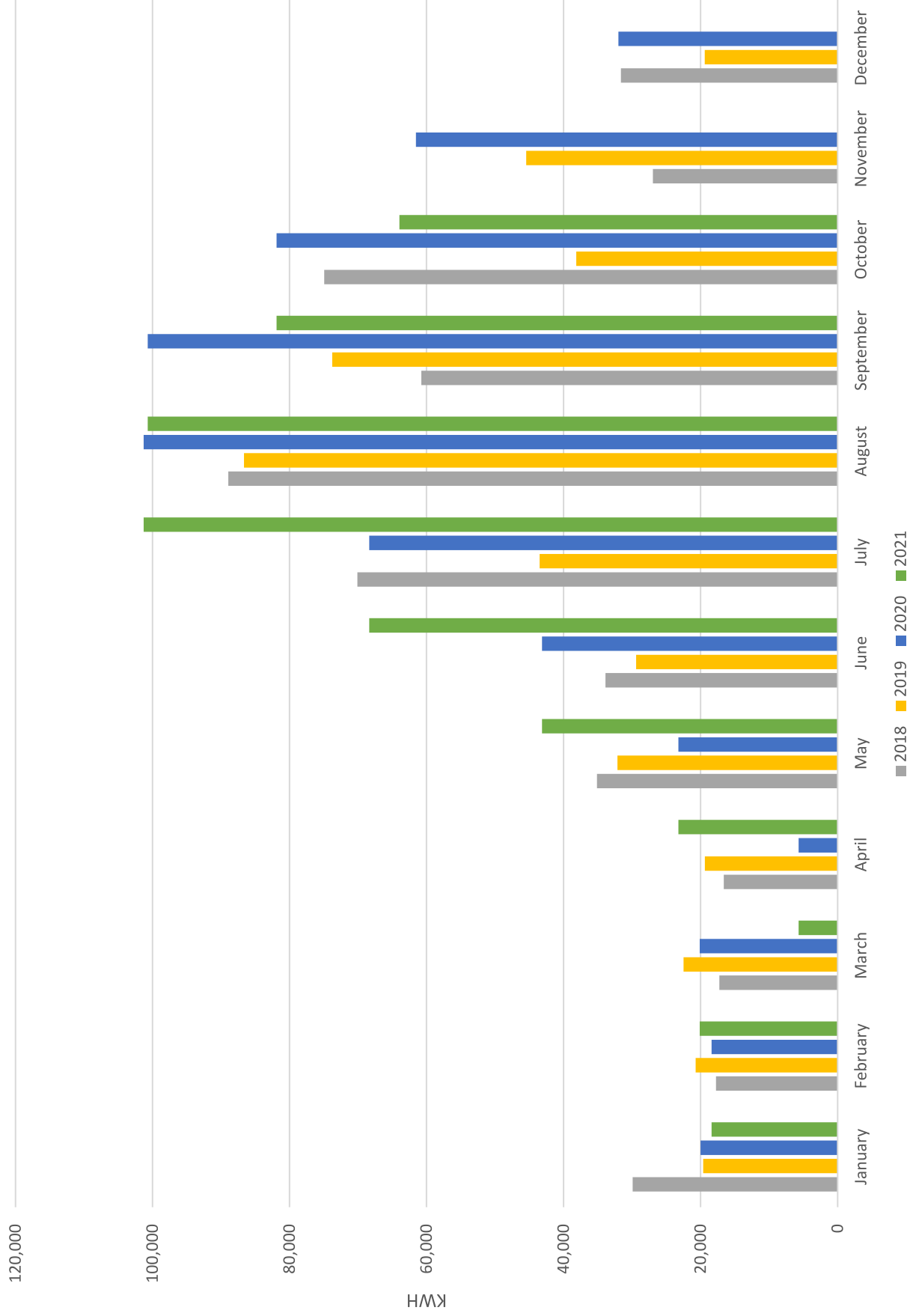
A punch list was generated and provided to the developer. We received a response that the punch list would be completed and that we would be notified when items are completed. Once complete we will do a final walkthrough.

The developer reported that the initial acceptance checklist was completed. A walkthrough was completed by Element on October 4th. There were minor items that need repair that were reported to the developer. A final inspection will be completed upon receiving word that the final remaining items have been completed.

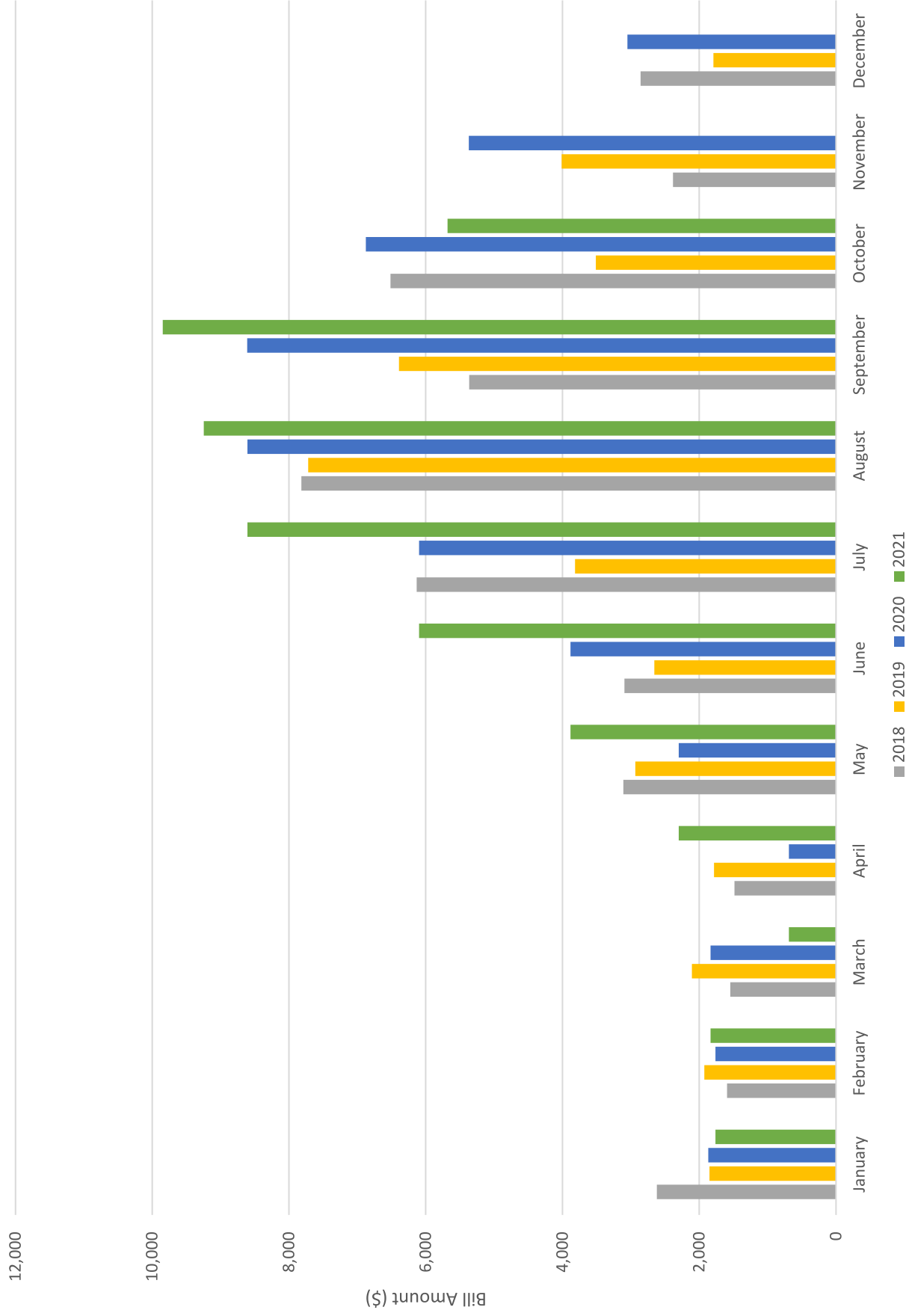
Element performed the final initial acceptance walkthrough and have verified that all required items have been completed. Therefore, we are recommending initial acceptance. The

infrastructure in the development has been shot with the district's GIS system and we are working with the GIS platform to upload the data.

District-Wide Energy Use by Month (KWH)



District-Wide Electrical Billing by Month (\$)





Ramey Environmental Compliance, Inc.
Management and Operation Solutions for
Water and Wastewater Treatment
303-833-5505

PO Box 99, Firestone, Colorado 80520
email: contact.us@RECinc.net
www.RECinc.net

Greatrock North Water & Sewer District

ORC Report

December 7, 2021

Compliance Sampling

Lead and Copper sampling completed for 2021. Lead and Copper consumer notices will be sent out as soon as sample results are received and reviewed by REC.

Update – Notices sent to residents and certificate of delivery uploaded to CDPHE portal.

Rocking Horse Farms Tank Fill Valve

The RHF Tank fill valve is experiencing on going issues with automatic control. REC and TLECC verified the issues are not electrical or SCADA control problem. Local CLA-Valve representative contacted to schedule site visit to inspect the valve to determine best course of action moving forward. In the meantime, tank fill is being manually controlled by REC.

Update – Local CLA-Valve Representative, Pipestone Equipment, onsite to access RHF fill valve. Pipestone Equipment believes the control issues are due to an internal pressure loss through the internal components of the valve. REC is coordinating with Element Engineering to develop plan to isolate valve for inspection. Presently there is no isolation valve with in the PRV pit and no valves indicated on plant drawings. Repair and/or replacement will need to take place during low demand season due to inability to fill tank while valve is out of service.

Additional Services

REC began valve exercising and hydrant flushing in all subdivisions with anticipated completed by the end of October.

Update – Valve exercising, and hydrant flush completed in all subdivisions.

2021 Annual Backflow devices inspections completed. All devices passed with no issues found at this time.

Completed meter replacements at 29750 E 167 Pl, 16456 Indian Hill St, 29756 E 165th Ave, and 29855 E 166th Ave.

Certificate Of Completion

Envelope Id: 4E2501FC518246BC9B113D88EEEC63B6	Status: Completed
Subject: Please DocuSign: Greatrock North WSD - Minutes - 12-07-2021 - Regular Mtg (execution copy).pdf	
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Client Number: 011-046103-OS00-2022	
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Document Pages: 16	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Cindy Jenkins
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Cindy.Jenkins@claconnect.com
	IP Address: 165.225.10.178

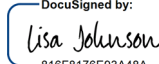
Record Tracking

Status: Original	Holder: Cindy Jenkins	Location: DocuSign
2/10/2022 1:58:33 PM	Cindy.Jenkins@claconnect.com	

Signer Events

Lisa Johnson
 Lisa.Johnson@claconnect.com
 District Manager
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

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 Signature Adoption: Pre-selected Style
 Using IP Address: 165.225.10.175

Timestamp

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 Signed: 2/10/2022 2:38:48 PM

Electronic Record and Signature Disclosure:

Accepted: 2/10/2022 2:38:42 PM
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In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

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Agent Delivery Events

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Intermediary Delivery Events

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Certified Delivery Events

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Carbon Copy Events

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Witness Events

Signature

Timestamp

Notary Events

Signature

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Envelope Summary Events

Status

Timestamps

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Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact CliftonLarsonAllen LLP:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

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