

## RECORD OF PROCEEDINGS

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**MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
AEROTROPOLIS AREA COORDINATING  
METROPOLITAN DISTRICT (“DISTRICT”)  
HELD  
OCTOBER 21, 2021**

A special meeting of the Board of Directors of the District, County of Adams (referred to hereafter as the “Board”) was convened on Thursday, October 21, 2021 at 1:25 p.m. at the Information Center, 3900 E. 470 Beltway, Aurora, Colorado. The District Board meeting was held with all Directors attending in person at the physical meeting location. The meeting was also open to the public via videoconference.

**Directors in Attendance Were:**

Matt Hopper  
Carla Ferreira  
Michael Sheldon  
Cynthia (Cindy) Shearon

**Also in Attendance Were:**

MaryAnn McGeady, Esq., Elisabeth A. Cortese, Esq. and Jon Hoistad, Esq.;  
McGeady Becher P.C.  
Denise Denslow, Anna Jones, Celeste Terrell, Debra Sedgely and Zach  
Leavitt; CliftonLarsonAllen LLP (“CLA”)  
Jason Burningham; Lewis Young Robertson & Burningham, Inc.  
Brooke Hutchens and Kyle Thomas; D.A. Davidson & Co.  
Kamille Curylo, Esq.; Kutak Rock LLP  
Arianne Myers; JHL Constructors, Inc.

**ADMINISTRATIVE  
MATTERS**

**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 that the disclosures of potential conflicts of interest were filed with the Secretary of State for all Directors. No new conflicts were disclosed.

**Quorum/Confirmation of Meeting Location/Posting of Notice:** Director Hopper confirmed a quorum for the special meeting. The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District’s Board meeting. Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried, the Board determined that because there was not a suitable or convenient

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location within the District boundaries to conduct this meeting it was determined to conduct this meeting at the above-stated location, with all Directors attending in person, and the consultants attending via videoconference. The Board further noted that notice providing the time, date and location was duly posted and that no objections, or any requests that the means of hosting the meeting be changed by taxpaying electors within the District's boundaries have been received.

**Agenda:** The Board considered the proposed Agenda for the District's special meeting. Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried, the Agenda was approved, as presented.

**Public Comment:** There was no public comment.

### CONSENT AGENDA

The Board considered the following actions:

#### **September 16, 2021 and September 20, 2021 special meeting minutes:**

Following review, upon a motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried, the Board ratified and/or approved of the Consent Agenda items, as presented.

### LEGAL MATTERS

**Terms for Cooperative Agreement Regarding Construction of The Aurora Highlands Parkway by and between Aerotropolis Regional Transportation Authority ("ARTA"), the District and East Cherry Creek Valley Water & Sanitation District and authorize execution of same:** There was no update available.

**Executive Session:** It was determined that an executive session was not necessary.

**Amended and Restated Inclusion Agreement (Aurora Highlands, LLC / GVR King LLC / GVRE 470 LLC / Green Valley East LLC / SJSA Investments LLC / Aurora Highlands Holdings LLC / Property West of Powhatan) by and among the District, Aurora Highlands, LLC, GVR King LLC, GVRE 470 LLC, Green Valley East LLC, SJSA Investments LLC and Aurora Highlands Holdings LLC:** The Board deferred discussion of this matter.

**Amended and Restated Inclusion Agreement (Aurora Tech Center Holdings, LLC / Aurora Tech Center Development, LLC / Property East of Powhatan) by and among the District, Aurora Tech Center Holdings, LLC and Aurora Tech Center Development, LLC:** The Board deferred discussion of this matter.

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**Amended and Restated Inclusion Agreement (GVR King Commercial LLC / Property East of Powhatan) by and among AACMD, GVR King Commercial LLC and Aurora Tech Center Development, LLC:** The Board deferred discussion of this matter.

**Termination of Inclusion and Exclusion Agreement (Parcels Within Section 20) by and among First Creek Ranch Metropolitan District (“FCRMD”), the District and Aurora Highlands, LLC:** The Board deferred discussion of this matter.

**Amended and Restated Mill Levy Allocation Policy Agreement by and among the Aurora Highlands Community Authority Board (“CAB”), The Aurora Highlands Metropolitan District No. 1, The Aurora Highlands Metropolitan District No. 2, The Aurora Highlands Metropolitan District No. 3, the District, ATEC Metropolitan District No. 1, and ATEC Metropolitan District No. 2:** The Board deferred discussion of this matter.

**Termination of First Amended and Restated Facilities Funding and Acquisition Agreement by and between the District and Aurora Highlands, LLC:** The Board deferred discussion of this matter.

### FINANCIAL MATTERS

**Lender Funding Request and Payment of Claims for Operating Costs:** Ms. Sedgley reviewed the Lender funding request with the Board. Following discussion, upon a motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried by roll call, the Board acknowledged approval of the Lender funding request and approved payment of claims for operating costs in the amount of \$76,454.09.

**Cash Position Report Dated August 31, 2021, updated as of October 18, 2021:** Ms. Sedgley reviewed the Cash Position Report with the Board. Following review, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board accepted the Cash Position Reported dated August 31, 2021, updated as of October 18, 2021.

**Status of 2020 Audit Filing:** Ms. Sedgley reported the audit is with the independent auditors and will be available at the November meeting.

**CAB and District Engineer’s Report and Verification of Costs Associated with Public Improvements (Draw No. 40) Engineer’s Report and Verification of Costs No. 17 prepared by Schedio Group LLC (“Engineer’s Report”):** Ms. Sedgley reviewed the Engineer’s Report with the Board. Following review and discussion, upon a motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried by roll call, the Board approved the recommendation to the CAB for acceptance of the Engineer’s Report.

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**CAB and District Engineer’s Report and Verification of Costs Associated with Public Improvements / In-Tract Improvements (Draw No. 40) (Series B) Engineer’s Report and Verification of Costs No. 2 prepared by Schedio Group LLC (“Series B Engineer’s Report”)**: Ms. Sedgeley reviewed the Series B Engineer’s Report with the Board. Following review and discussion, upon a motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried by roll call, the Board approved the recommendation to the CAB for acceptance of the Series B Engineer’s Report.

**Status of ARTA 2021 Bond Issuance:** Ms. Sedgeley updated the Board on the ARTA 2021 Bond issuance.

**Reimbursement from ARTA:** The Board acknowledged receipt of the reimbursement from ARTA for funds advanced prior to issuance of its 2021 Bonds..

### CAPITAL PROJECTS

**Draw Request No. 40:** Ms. Sedgeley reviewed Draw Request No. 40 with the Board. Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried by roll call, the Board approved Draw Request No. 40, in the amount of \$5,745,327.91, as shown below:

CAB (Spine/Cash/Cash on Deposit)**	\$ 4,061,816.26
CAB (B Bonds)	\$ 22,496.92
ARTA	\$ 1,622,723.23
ATEC	\$ 37,187.50
Developer	\$ 1,104.00
Total:	\$ 5,745,327.91

\*\*Cash on deposit from ARTA reimbursement.

**Change Order No. 02 to Task Order No. 01 to Master Service Agreement (“MSA”) for Survey Services by and between the District and Aztec Consultants, Inc., for Extra Work Requests (E-470 Survey)**: Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 02 to Task Order No. 01 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Extra Work Requests (E-470 Survey)**, in the amount of \$9,865.00, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 01 to Task Order No. 11 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Extra Work (Sanitary Sewer)**: Following discussion, upon a motion duly made by Director Ferreira,

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seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 01 to Task Order No. 11 to MSA** for Survey Services by and between the District and **Aztec Consultants, Inc.**, for Extra Work (Sanitary Sewer), in the amount of \$1,800.00, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 02 to Task Order No. 13 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Extra Work (Miscellaneous Services)**: Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 02 to Task Order No. 13 to MSA** for Survey Services by and between the District and **Aztec Consultants, Inc.**, for Extra Work (Miscellaneous Services), in the amount of \$49,590.00, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 01 to Task Order No. 14 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Traffic Control Limit NTE (I-70 Interchange Design & Powhatan [1-70 - 26<sup>th</sup>])**: Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 01 to Task Order No. 14 to MSA** for Survey Services by and between the District and **Aztec Consultants, Inc.**, for Traffic Control Limit NTE (I-70 Interchange Design & Powhatan [1-70 - 26<sup>th</sup>]) in the amount of \$2,580.00, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 04 to Task Order No. 19 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Extra Work (38<sup>th</sup> Ave. – Odessa St. – E-470)**: Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 04 to Task Order No. 19 to MSA** for Survey Services by and between the District and **Aztec Consultants, Inc.**, for Extra Work (38<sup>th</sup> Ave. – Odessa St. – E-470), in the amount of \$11,200.00, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 01 to Task Order No. 21 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Close Out (ATEC Earthwork – Construction Staking)**: Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 01 to Task Order No. 21 to MSA** for Survey Services by and between the District and **Aztec Consultants, Inc.**, for Close Out (ATEC Earthwork – Construction Staking), in the

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deductive amount of (\$28,928.00), upon review and recommendation by the Construction Committee.

**Change Order No. 01 to Task Order No. 22 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Close Out (Sanitary Sewer – Construction Staking)**: Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 01 to Task Order No. 22 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Close Out (Sanitary Sewer – Construction Staking)**, in the deductive amount of (\$1,030.00), upon review and recommendation by the Construction Committee.

**Change Order No. 01 to Task Order No. 23 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Close Out (Project Monument P1– Construction Staking)**: Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 01 to Task Order No. 23 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Close Out (Project Monument P1– Construction Staking)**, in the deductive amount of (\$1,738.80), upon review and recommendation by the Construction Committee.

**Change Order No. 01 to Task Order No. 26 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Close Out (42<sup>nd</sup> Ave. and NS Collector – Construction Staking)**: Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 01 to Task Order No. 26 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Close Out (42<sup>nd</sup> Ave. and NS Collector – Construction Staking)**, in the deductive amount of (\$4,550.00), upon review and recommendation by the Construction Committee.

**Change Order No. 01 to Task Order No. 30 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Close Out (E-470 P1 38th Pl. – Construction Staking)**: Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 01 to Task Order No. 30 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Close Out (E-470 P1 38th Pl. – Construction Staking)**, in the amount of \$2,039.99, upon review and recommendation by the Construction Committee and Lender commitment to fund.

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**Change Order No. 02 to Task Order No. 31 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Extra Work (Miscellaneous):** Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 02 to Task Order No. 31 to MSA** for Survey Services by and between the District and **Aztec Consultants, Inc.**, for Extra Work (Miscellaneous), in the amount of \$8,000.00, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 01 to Task Order No. 33 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Close Out (42<sup>nd</sup> P2, NS Collector Pkwy., TAH Pkwy. – Construction Staking):** Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 01 to Task Order No. 33 to MSA** for Survey Services by and between the District and **Aztec Consultants, Inc.**, for Close Out (42<sup>nd</sup> P2, NS Collector Pkwy., TAH Pkwy. – Construction Staking), in the deductive amount of (\$4,499.97), upon review and recommendation by the Construction Committee.

**Change Order No. 01 to Task Order No. 34 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Close Out (38<sup>th</sup> Pl. and 38<sup>th</sup> Ave. Xcel Grading – Construction Staking):** Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 01 to Task Order No. 34 to MSA** for Survey Services by and between the District and **Aztec Consultants, Inc.**, for Close Out (38<sup>th</sup> Pl. and 38<sup>th</sup> Ave. Xcel Grading – Construction Staking), in the deductive amount of (\$7,440.04), upon review and recommendation by the Construction Committee.

**Change Order No. 01 to Task Order No. 35 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Extra Work (Park 01 and School 01 Surveying):** Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 01 to Task Order No. 35 to MSA** for Survey Services by and between the District and **Aztec Consultants, Inc.**, for Extra Work (Park 01 and School 01 Surveying), in the amount of \$9,150.00, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 01 to Task Order No. 37 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Close Out (38<sup>th</sup> Pkwy. [Reserve-Powhaton]) – Construction Staking):** Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 01**

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to **Task Order No. 37** to MSA for Survey Services by and between the District and **Aztec Consultants, Inc.**, for Close Out (38<sup>th</sup> Pkwy. [Reserve-Powhatan]) – Construction Staking), in the deductive amount of (\$730.00), upon review and recommendation by the Construction Committee.

**Change Order No. 01 to Task Order No. 38 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Close Out (Filing 1 [CSP 01] – Construction Staking)**: Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 01 to Task Order No. 38 to MSA** for Survey Services by and between the District and **Aztec Consultants, Inc.**, for Close Out (Filing 1 [CSP 01] – Construction Staking), in the deductive amount of (\$31,360.00), upon review and recommendation by the Construction Committee.

**Change Order No. 01 to Task Order No. 41 to MSA for Survey Services by and between the District and Aztec Consultants, Inc., for Close Out (Community Markers – Construction Staking)**: Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 01 to Task Order No. 41 to MSA** for Survey Services by and between the District and **Aztec Consultants, Inc.**, for Close Out (Community Markers – Construction Staking), in the deductive amount of (\$2,160.00), upon review and recommendation by the Construction Committee.

**Change Order No. 02 to Work Order No. 02 to the Construction Management Agreement (CMAR) by and between the District and JHL Constructors, Inc., for Prairie Waters Pipeline (Replace Bell and Spigot Joints)**: Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 02 to Work Order No. 02 to the Construction Management Agreement (CMAR)** by and between the District and **JHL Constructors, Inc.**, for Prairie Waters Pipeline (Replace Bell and Spigot Joints), for an amount not to exceed \$58,355.51, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 03 to Work Order No. 02 to the Construction Management Agreement (CMAR) by and between the District and JHL Constructors, Inc., for Prairie Waters Pipeline (Storing Steel Pipe Casing)**: Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 03 to Work Order No. 02 to the Construction Management Agreement (CMAR)** by and between the District and **JHL Constructors, Inc.**, for Prairie Waters Pipeline (Storing Steel Pipe Casing), for an amount not to exceed \$16,978.41, upon review



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and recommendation by the Construction Committee and Lender commitment to fund.

**Work Order No. 08 to the Construction Management Agreement (CMAR) by and between the District and JHL Constructors, Inc., for 38<sup>th</sup> Pkwy. (Reserve to Monaghan)**: Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Work Order No. 08 to the Construction Management Agreement (CMAR)** by and between the District and **JHL Constructors, Inc.**, for 38<sup>th</sup> Pkwy. (Reserve to Monaghan), for an amount not to exceed \$3,458,716.00, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Work Order No. 09 to the Construction Management Agreement (CMAR) by and between the District and JHL Constructors, Inc., for Southbound Main Street**: Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Work Order No. 09 to the Construction Management Agreement (CMAR)** by and between the District and **JHL Constructors, Inc.**, for Southbound Main Street, for an amount not to exceed \$4,407,202.00, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Work Order No. 11 to the Construction Management Agreement (CMAR) by and between the District and JHL Constructors, Inc., for Frac Tank Rental for Temporary Site Watering**: Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Work Order No. 11 to the Construction Management Agreement (CMAR)** by and between the District and **JHL Constructors, Inc.**, for Frac Tank Rental for Temporary Site Watering, for an amount not to exceed \$114,290.00, upon review and recommendation by the Construction Committee and Lender commitment to fund.

**Change Order No. 15 to the Construction Agreement by and between the District and Stormwater Risk Management, LLC, for 42<sup>nd</sup> Avenue P2 and NS Collector EWEC (Extend Current Stormwater Maintenance for one month through September 30, 2021)**: Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 15 to the Construction Agreement** by and between the District and **Stormwater Risk Management, LLC**, for 42<sup>nd</sup> Avenue P2 and NS Collector EWEC (Extend Current Stormwater Maintenance for one month through September 30, 2021), in the amount of \$57,155.03, upon review and recommendation by the Construction Committee and Lender commitment to fund.

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**Change Order No. 16 to the Construction Agreement by and between the District and Stormwater Risk Management, LLC, for 42<sup>nd</sup> Avenue P2 and NS Collector EWEC (Install Back of Curb Controls):** Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Change Order No. 16** to the **Construction Agreement** by and between the District and **Stormwater Risk Management, LLC**, for 42<sup>nd</sup> Avenue P2 and NS Collector EWEC (Install Back of Curb Controls), in the amount of \$48,330.17, upon review and recommendation by the Construction Committee and Lender commitment to fund.

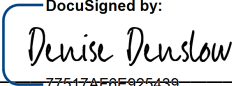
**Task Order to the MSA for Stormwater Management Services by and between the District and Stormwater Risk Management, LLC, for Extension of Current Stormwater Regulatory Management:** Following discussion, upon a motion duly made by Director Ferreira, seconded by Director Sheldon and, upon vote, unanimously carried by roll call, the Board approved **Task Order** to the **MSA** for Stormwater Management Services by and between the District and **Stormwater Risk Management, LLC**, for Extension of Current Stormwater Regulatory Management, in the amount of \$29,000.00, upon review and recommendation by the Construction Committee and Lender commitment to fund.

ARTA MATTERS           None.

OTHER BUSINESS       None.

CONTINUATION       Following discussion, upon motion duly made by Director Hopper, seconded by Director Sheldon and, upon vote, unanimously carried, the meeting was continued to October 28, 2021 at 1:00 p.m. at the Information Center, 3900 E. 470 Beltway, Aurora, CO 80019 and via Zoom.

Respectfully submitted,

By    
 DocuSigned by:  
77517AF0E925439...  
Secretary for the Meeting

**Certificate Of Completion**

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Status: Completed

Subject: AACMD 10-21 minutes

Client Name: AACMD

Client Number: 011-042659-OS03-2022

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Document Pages: 10

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Kathy Suazo

AutoNav: Enabled

220 South 6th Street

Enveloped Stamping: Enabled

Suite 300

Time Zone: (UTC-06:00) Central Time (US &amp; Canada)

Minneapolis, MN 55402

Kathy.Suazo@claconnect.com

IP Address: 165.225.10.179

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Status: Original

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Location: DocuSign

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Kathy.Suazo@claconnect.com

**Signer Events**

Denise Denslow

denise.denslow@claconnect.com

Secretary

Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:



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

### **Consequences of changing your mind**

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

### **All notices and disclosures will be sent to you electronically**

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

#### **How to contact CliftonLarsonAllen LLP:**

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

To contact us by email send messages to: [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com)

#### **To advise CliftonLarsonAllen LLP of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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### **Required hardware and software**

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