# APPLICATION FOR EXEMPTION FROM AUDIT

### SHORT FORM

	OHORT FORW	
NAME OF GOVERNMENT	Great Western Metropolitan District No. 3	For the Year Ended
ADDRESS	c/o Pinnacle Consulting Group, Inc.	12/31/22
	550 W Eisenhower Blvd	or fiscal year ended:
	Loveland, CO 80537	
CONTACT PERSON	Brendan Campbell, CPA	
PHONE	(970) 669-3611	
EMAIL	brendanc@pcgi.com	
P.	ART 1 - CERTIFICATION OF PREPARER	
I certify that I am skilled in govern	mental accounting and that the information in the application is comple	te and accurate, to the best of
my knowledge.		
NAME:	Brendan Campbell, CPA	

FIRM NAME (if applicable)

ADDRESS

PHONE

Pinnacle Consults
550 W. Eisenho
(970)669-3611

PHONE DATE PREPARED

TITLE

District Accountant
Pinnacle Consulting Group, Inc.
550 W. Eisenhower Blvd, Loveland, CO 80537

# PREPARER (SIGNATURE REQUIRED)

3/10/2023

Please indicate whether the following financial information is recorded using Governmental or Proprietary fund types

GOVERNMENTAL PROPRIETARY
(MODIFIED ACCRUAL BASIS) (CASH OR BUDGETARY BASIS)

# **PART 2 - REVENUE**

REVENUE: All revenues for all funds must be reflected in this section, including proceeds from the sale of the government's land, building, and equipment, and proceeds from debt or lease transactions. Financial information will not include fund equity information.

	equipment, and proceed		se transactions. Financial information will not incl		Disease was this
Line#		D	escription	Round to nearest Dollar	Please use this
2-1	Taxes:	Property	(report mills levied in Question 10-6)	\$ 9,229	space to provide
2-2		Specific owner	rship	\$ 546	any necessary explanations
2-3		Sales and use		\$ -	explanations
2-4		Other (specify)	):	\$ -	
2-5	Licenses and permi	ts		\$ -	
2-6	Intergovernmental:		Grants	\$ -	
2-7			Conservation Trust Funds (Lottery)	\$ -	
2-8			Highway Users Tax Funds (HUTF)	\$ -	
2-9			Other (specify):	-	
2-10	Charges for service	s		\$ -	
2-11	Fines and forfeits			\$ -	
2-12	Special assessment	s		\$ -	
2-13	Investment income			\$ -	
2-14	Charges for utility s	ervices		\$ -	1
2-15	Debt proceeds		(should agree with line 4-4, column 2)	\$ -	]
2-16	Lease proceeds			\$ -	
2-17	Developer Advances	s received	(should agree with line 4-4)	\$ -	1
2-18	Proceeds from sale		S	\$ -	1
2-19	Fire and police pens			\$ -	
2-20	Donations			\$ -	
2-21	Other (specify):			\$ -	1
2-22				\$ -	1
2-23				\$ -	]
2-24		(add li	nes 2-1 through 2-23) TOTAL REVENUE	\$ 9,775	1

# **PART 3 - EXPENDITURES/EXPENSES**

EXPENDITURES: All expenditures for all funds must be reflected in this section, including the purchase of capital assets and principal and interest payments on long-term debt. Financial information will not include fund equity information.

	interest payments on long-term debt. Financial information will not include fund equity i	nformation.		
Line#	Description	Round to nearest Do	llar	Please use this
3-1	Administrative	\$	-	space to provide any necessary
3-2	Salaries	\$	-	explanations
3-3	Payroll taxes	\$	-	explanations
3-4	Contract services	\$	9,637	THE PARTY OF THE P
3-5	Employee benefits	\$	-	
3-6	Insurance	\$	-	
3-7	Accounting and legal fees	\$	-	
3-8	Repair and maintenance	\$	-	
3-9	Supplies	\$	-	
3-10	Utilities and telephone	\$	-	
3-11	Fire/Police	\$	-	
3-12	Streets and highways	\$	-	
3-13	Public health	\$	-	
3-14	Capital outlay	\$	-	
3-15	Utility operations	\$	-	
3-16	Culture and recreation	\$	-	
3-17	Debt service principal (should agree with P	art 4) \$	-	
3-18	Debt service interest	\$	-	
3-19	Repayment of Developer Advance Principal (should agree with line		-	
3-20	Repayment of Developer Advance Interest	\$	-	
3-21	Contribution to pension plan (should agree to line	e 7-2) \$	-	
3-22	Contribution to Fire & Police Pension Assoc. (should agree to line	e 7-2) \$	-	
3-23	Other (specify): Treasurer Fees	\$	138	
3-24		\$	-	
3-25		\$	-	
3-26	(add lines 3-1 through 3-24) TOTAL EXPENDITURES/EXPEN	SES \$	9,775	

If TOTAL REVENUE (Line 2-24) or TOTAL EXPENDITURES (Line 3-26) are GREATER than \$100,000 - <u>STOP</u>. You may not use this form. Please use the "Application for Exemption from Audit -<u>LONG FORM</u>".

	PART 4 - DEBT OUTSTANDING	G, ISSUEI	D, AND RI	ETIRED	
1	Please answer the following questions by marking the	appropriate boxes	Carle Marie St.	Yes	No
4-1	Does the entity have outstanding debt?				<b>✓</b>
	If Yes, please attach a copy of the entity's Debt Repayment Schedule.			П	
4-2	Is the debt repayment schedule attached? If no, MUST explai	<u>n:</u>		1 🗀	Ш
				] _	
4-3	Is the entity current in its debt service payments? If no, MUS	Γ explain:			
	· ·				
4-4	Please complete the following debt schedule, if applicable:				
	(please only include principal amounts)(enter all amount as positive	Outstanding at		Retired during	Outstanding at
	numbers)	end of prior year	* year	year	year-end
		<b>C</b>	<b>C</b>	<b>C</b>	\$ -
	General obligation bonds	\$ - \$ -	\$ -	\$ - \$ -	\$ -
	Revenue bonds				
	Notes/Loans	\$ -	\$ -	\$ -	\$ -
	Lease Liabilities	\$ -	\$ -	\$ -	\$ -
	Developer Advances	\$ -	\$ -	\$ -	\$ -
	Other (specify):	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ -	\$ -	\$ -
	101712	*must tie to prior v	ear ending balance		
renate	Please answer the following questions by marking the appropriate boxes			Yes	No
4-5	Does the entity have any authorized, but unissued, debt?			<b>V</b>	
If yes:	How much?	\$	45,972,686.00		
,	Date the debt was authorized:	11/6	/2007	1	
4-6	Does the entity intend to issue debt within the next calendar			, L	V
	How much?	¢		1	_
If yes:		Ψ Aill responsible	- for 2	, ,	<b>V</b>
4-7	Does the entity have debt that has been refinanced that it is s	tili responsible	TOT?	, L	ŭ
If yes:	What is the amount outstanding?	\$	-	] _	
4-8	Does the entity have any lease agreements?	r			✓
If yes:	What is being leased?			-	
	What is the original date of the lease?			-	
	Number of years of lease?			J 🗆	
	Is the lease subject to annual appropriation?	<u> </u>		1 -	
	What are the annual lease payments?	φ .			
	Please use this space to provide any	explanations of	r comments.		
				VIII.	
	PART 5 - CASH AND	INVESTI	MENTS		
	Please provide the entity's cash deposit and investment balances.			Amount	Total
5-1	YEAR-END Total of ALL Checking and Savings Accounts			\$ -	
5-2	Certificates of deposit			\$ -	1
0-2	Total Cash Deposits	EM-15/3		,	\$ -
	Investments (if investment is a mutual fund, please list underlying	investments)			_ T
	investments (ii investment is a mutual fund, please list underlying	ilivestilicitoj.			
				\$ -	
				\$ -	]
5-3				\$ -	1
				\$ -	1
	Total Investments				\$ -
	Total Cash and Investments				\$ -
1-3-4	Please answer the following questions by marking in the approp	riate hoves	Yes	No	N/A
F 4					
5-4	Are the entity's Investments legal in accordance with Section	1 44-10-00 I, et.			✓
	seq., C.R.S.?				
5-5	Are the entity's deposits in an eligible (Public Deposit Protec	tion Act) public	: 🗆		7
	depository (Section 11-10.5-101, et seq. C.R.S.)?		J		_
If no MI	JST use this space to provide any explanations:				
PARTICIPATE OF THE PARTICIPATE O			which the same of	THE RESERVE AND ADDRESS OF THE PARTY OF THE	The second secon

	PART 6 - CAPITAL AND RI	GH	IT-TO-L	JSE /	ASSE	ETS			
	Please answer the following questions by marking in the appropriate box			عنيوف	10.19	Yes	100		No
6-1	Does the entity have capital assets?					[	7		
6-2	Has the entity performed an annual inventory of capital asset 29-1-506, C.R.S.,? If no, MUST explain:	the entity performed an annual inventory of capital assets in accordance with Section 1-506, C.R.S.,? If no, MUST explain:					[		
6-3	Complete the following capital & right-to-use assets table:	beg	Balance - ginning of the year*	be incl	ns (Must uded in rt 3)	Deletio	ns		r-End lance
	Land	\$	-	\$	-	\$	-	\$	-
	Buildings	\$	-	\$	-	\$	-	\$	-
	Machinery and equipment	\$	-	\$	-	\$		\$	
	Furniture and fixtures	\$		\$		\$	-	\$	
	Infrastructure	\$		\$		\$	-	\$	-
	Construction In Progress (CIP) Leased Right-to-Use Assets	\$		\$		\$		\$	
	Other (explain):	\$		\$		\$		\$	
	Accumulated Depreciation/Amortization							Ψ	
	(Please enter a negative, or credit, balance)	\$	-	\$	-	\$	-	\$	_
	TOTAL	\$	_	\$	-	\$	-	\$	-
	Please use this space to provide any	exp	lanations o	comme	ents:				
	PART 7 - PENSION	IN	FORMA	10IT	1				
	Please answer the following questions by marking in the appropriate box					Yes		500	No
7-1	Does the entity have an "old hire" firefighters' pension plan?							·	
7-2	Does the entity have a volunteer firefighters' pension plan?					. $\square$		-	
If yes:	Who administers the plan?								
	Indicate the contributions from:								
	Tax (property, SO, sales, etc.):			\$	-				
	State contribution amount:			\$	-				
	Other (gifts, donations, etc.):			\$	-				
	TOTAL			\$					
	What is the monthly benefit paid for 20 years of service per re 1?	etire	e as of Jan	\$	-				
	Please use this space to provide any	(a)X(b)	lanations or	comme	ents:		100		
	Trouble does the opage to provide any								
	PART 8 - BUDGET	N	FORMA	TION					
	Please answer the following questions by marking in the appropriate box				es	No			N/A
8-1	Did the entity file a budget with the Department of Local Affai		or the	- -	1				1
	current year in accordance with Section 29-1-113 C.R.S.?			_	J	Ц		_	_
8-2	Did the entity pass an appropriations resolution, in accordan	ce v	vith Section	_	1			Г	1
	29-1-108 C.R.S.? If no, MUST explain:			7	J				J
	ac , rec entier in ne, meet en <sub>i</sub> -man			٦					
If yes:	Please indicate the amount budgeted for each fund for the year	ar r	eported:						
	Governmental/Proprietary Fund Name	1	Total Appropri	ations By	Fund	1			
	General Fund	\$	The state of the s		12,189				
		Ť				1			
						]			

	PART 9 - TAXPAYER'S BILL OF RIGHTS (TAB		
9-1	Please answer the following question by marking in the appropriate box  Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]?  Note: An election to exempt the government from the spending limitations of TABOR does not exempt the government from the 3 percent emergency reserve requirement. All governments should determine if they meet this requirement of TABOR.	Yes	No 🗆
lf no, MU	JST explain:		
	PART 10 - GENERAL INFORMATION		
	Please answer the following questions by marking in the appropriate boxes.	Yes	No
10-1	Is this application for a newly formed governmental entity?		<b>V</b>
If yes: 10-2	Date of formation: Has the entity changed its name in the past or current year?		<b>V</b>
If yes:	Please list the NEW name & PRIOR name:		
		V	
10-3	Is the entity a metropolitan district? Please indicate what services the entity provides:	Ľ	
	Water, irrigation, sanitation, drainage, streets, traffic & safety controls, transportation, parks & recreation.	<b>V</b>	
10-4 If yes:	Does the entity have an agreement with another government to provide services?  List the name of the other governmental entity and the services provided:		
10-5	All services are provided by Great Western Metropolitan District No. 1.  Has the district filed a <i>Title 32</i> , <i>Article 1 Special District Notice of Inactive Status</i> during		V
If yes:	Date Filed:		
10-6	Does the entity have a certified Mill Levy?	<b>V</b>	
If yes:	Please provide the following mills levied for the year reported (do not report \$ amounts):		
	Bond Redemption mills		-
	General/Other mills Total mills		35.000 35.000
	Please use this space to provide any explanations or comments:		

PART 11 - GOVERNING BODY APPROVAL				
	Please answer the following question by marking in the appropriate box	YES	NO	
12-1	If you plan to submit this form electronically, have you read the new Electronic Signature Policy?	V		

# Office of the State Auditor — Local Government Division - Exemption Form Electronic Signatures Policy and Procedure

#### 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 address.
- 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 three 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.

	Print the names of ALL members of current governing body below.	A <u>MAJORITY</u> of the members of the governing body must complete and sign in the column below.
	Print Board Member's Name	I Marc Savela , attest I am a duly elected or
Board Member		appointed board member, and that I have personally reviewed and approve this application for exemption from audit.
1	Marc Savela	Signed Date: My term Expires: May 2025
	Print Board Member's Name	I <u>Ron Corsentino</u> , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this
Board Member 2	Ron Corsentino	application for exemption from audit.  Signed  Non (AVSUATINA)  Date: 3/14/2023   15.2035678490 MDT  My term Expires: May 2025
	Print Board Member's Name	I <u>John Spiegleman</u> , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.
Board Member 3	John Spiegleman	application for exemption from audit.  Signed Date: 3/14/2023 13:09:01 PDT  My term Expires: May 2023
Board	Print Board Member's Name	I <u>Brian Spittell</u> , attest I am a duly elected or appointed board member and that I have personally reviewed and approve this
Member 4	Brian Spittell	application for exemption from audit.  Signed Drian Spittul  Date: 3/17/2023 126-34-18-4MDT  My term Expires: May 2023
	Print Board Member's Name	I, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for
Board Member 5		exemption from audit. Signed Date: My term Expires:
	Print Board Member's Name	I, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for
Board Member 6		exemption from audit. Signed Date: My term Expires:
Board Member	Print Board Member's Name	I, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.  Signed
7		Date: My term Expires:

#### **Certificate Of Completion**

Envelope Id: A02D5A6887874E35B91504B1B2B00E45 Status: Sent Subject: Complete with DocuSign: GW2 - 2022 Audit Exemption.pdf, GW3 - 2022 Audit Exemption.pdf, GW4 - 2...

Source Envelope:

Document Pages: 56 Signatures: 15 **Envelope Originator:** Certificate Pages: 5 Initials: 0 Jordan Wood

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-07:00) Mountain Time (US & Canada)

550 W. Eisenhower Blvd Loveland, CO 80537

jordanw@pcgi.com

**Timestamp** 

IP Address: 96.69.139.121

#### **Record Tracking**

Status: Original Holder: Jordan Wood Location: DocuSign

DocuSigned by:

3/14/2023 1:56:27 PM jordanw@pcgi.com

#### **Signer Events** Signature

Brian Spittell bspittell@broerealestate.com

Security Level: Email, Account Authentication

(None)

Sent: 3/14/2023 2:07:01 PM Brian Spittell Resent: 3/17/2023 11:05:32 AM 74BA1EEEFB934C5.. Viewed: 3/17/2023 12:34:05 PM Signed: 3/17/2023 12:34:18 PM

Signature Adoption: Pre-selected Style Using IP Address: 199.117.232.122

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

Accepted: 3/10/2021 9:52:58 AM ID: 8358ad97-792e-4932-a759-aa033c9402c5

John Spiegleman

jspiegleman@omnitrax.com

VP and CLO

Security Level: Email, Account Authentication

(None)

Sent: 3/14/2023 2:07:00 PM John Spiegleman Viewed: 3/14/2023 2:08:29 PM 0BBFB52DE58A470.. Signed: 3/14/2023 2:09:01 PM

Signature Adoption: Pre-selected Style Using IP Address: 205,169,166,20

#### Electronic Record and Signature Disclosure:

Accepted: 3/14/2023 2:08:29 PM

ID: a93c0377-1dbb-4933-bd07-064537365073

Marc Savela msavela@broerealestate.com

President

Security Level: Email, Account Authentication

(None)

**Electronic Record and Signature Disclosure:** 

Accepted: 3/16/2023 2:14:56 PM

ID: b71a96f6-a054-4b01-9981-11405906ee0e

Ron Corsentino

rcorsentino@broerealestate.com

Security Level: Email, Account Authentication

(None)

DocuSigned by: Ron Corsentino 3B0CAD19667B490

Signature Adoption: Pre-selected Style Using IP Address: 199.117.232.122

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

Accepted: 3/14/2023 3:22:54 PM

ID: 6d3a281f-f720-47bd-a69c-2a269d1bc3d0

Sent: 3/14/2023 2:07:01 PM Resent: 3/17/2023 11:05:33 AM

Sent: 3/14/2023 2:07:01 PM

Viewed: 3/14/2023 3:22:54 PM

Signed: 3/14/2023 3:23:13 PM

Signer Events Signature **Timestamp** 

Ron Corsentino

rcorsentino@broerealestate.com

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure: Accepted: 3/15/2023 10:23:00 AM

Payment Events	Status	Timestamps
Envelope Updated		
Envelope Sent Envelope Updated Envelope Updated	Hashed/Encrypted Security Checked Security Checked Security Checked	3/14/2023 2:07:02 PM 3/17/2023 2:36:01 PM 3/17/2023 2:36:03 PM 3/17/2023 2:36:14 PM
Envelope Summary Events	Status	Timestamps
Notary Events	Signature	Timestamp
Witness Events	Signature	Timestamp
Carbon Copy Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Editor Delivery Events	Status	Timestamp
In Person Signer Events	Signature	Timestamp

Sent: 3/17/2023 2:35:59 PM

#### ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Pinnacle Consulting Group (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 Pinnacle Consulting Group:**

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: christinek@pinnacleconsultinggroupinc.com

#### To advise Pinnacle Consulting Group 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 christinek@pinnacleconsultinggroupinc.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 Pinnacle Consulting Group

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 christinek@pinnacleconsultinggroupinc.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 Pinnacle Consulting Group

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 christinek@pinnacleconsultinggroupinc.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 Pinnacle Consulting Group 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 Pinnacle Consulting Group during the course of your relationship with Pinnacle Consulting Group.