

## HIGH PLAINS RANCH METROPOLITAN DISTRICT

### 2023 ANNUAL REPORT and DISCLOSURE FORM

Pursuant to §32-1-207(3)(c) and the Service Plan for High Plains Ranch Metropolitan District (the “**District**”), the District is required to provide an annual report to the County of El Paso with regard to the following matters:

For the year ending December 31, 2023, the District makes the following report:

#### Service Plan Requirements

1. Name of District.	High Plains Ranch Metropolitan District
2. Report for Calendar Year.	2023
3. Contact Information.	Kevin Walker, Manager Walker Schooler District Managers 614 North Tejon Street Colorado Springs, CO 80903 (719) 447-1777
4. Meeting Information.	Regular District Board meetings are held on June 11, 2024 and November 12, 2024, at 10:30 a.m. at 119 N. Wahsatch Ave., Colorado Springs, CO or by telephone, electronic, or other means not including physical presence. Up to date meeting information and agendas can be found at <a href="http://wsdistricts.co/projects/high-plans-ranch-metropolitan-district/">http://wsdistricts.co/projects/high-plans-ranch-metropolitan-district/</a> .
5. Type of District/ Unique Representational Issues.	High Plains Ranch Metropolitan District is a residential single conventional Title 32 Special Metropolitan District. All property owners within the boundaries of this District who are otherwise eligible as electors within the State of Colorado have the opportunity to fully participate in future elections of the district and are eligible to run for Director positions when these positions become open.
6. Authorized Purposes of the District.	The Service Plan authorizes all allowable purposes for Title 32 Special Districts for the construction, installation, financing and provision of public improvements. For additional details, please contact the district office.

<p>7. Active Purposes of the District.</p>	<p>The primary active purpose of the district is to construct a central water system and related improvements such as wells, pipelines, distribution and treatment facilities, pumping stations, storage tanks, fire hydrants, along with other Special District Act authorized improvements such as wastewater, streets, bridges, traffic controls and signage, drainage and storm water improvements, mosquito control, and park and recreation facilities. The district will own and maintain some improvements for the use and benefit of the district's inhabitants and taxpayers like the central water system. Other public improvements not accepted by appropriate governmental entities for ongoing ownership, operations and/or maintenance, may be owned, operated and/or maintained by the district.</p>
<p>8. Current Certified Mill Levies.</p> <p>a. Debt Service b. Operational c. Other d. Total</p>	<p>a. 55.663 b. 11.132 c. 0.000 d. 66.795</p> <p>The 2023 Assessed Valuation as certified by the El Paso County Assessor is \$128,460, attached hereto as <b>Exhibit A</b>.</p>
<p>9. Sample Calculation of Current Mill Levy for a Residential Property.</p>	<p>Assumptions: \$200,000.00 is the estimated actual value of a typical single family home within the district.</p> <p>Aggregate mill levy example at current 66.795 mills.</p> <p>Sample Metropolitan District Mill Levy Calculation for a <u>Residential Property</u>:</p> <p>\$200,000 x .0670 = \$13,400 (Assessed Value) \$13,400 x .066795 mills = <b>\$895 per year</b> in sample taxes owed solely to this Special District for debt service and operations at the current residential assessment ratio of 6.70%.</p>
<p>10. Maximum Authorized Mill Levy Caps. (Note: these are maximum allowable mill levies which could be certified in the future</p>	<p>*2023 residential assessment rate of 6.70% changes the maximum mill levy rates (see approx. adjusted mill levies below)</p>

<p>unless there was a change in state statutes or Board of County Commissioners approvals)</p> <p>a. Debt Service b. Operational c. Other d. Total</p>	<p>a. 50.0 mills (Adjusted to 59.400) b. 10.0 mills (Adjusted to 11.880) c. None d. 60.0 mills (Adjusted to 71.283)*</p>
<p>11. Sample Calculation of Mill Levy Cap for a Residential Property (as applicable).</p>	<p>See Sample in #9 above. \$13,400 x .071283 mills = <b>\$955 per year</b></p>
<p>12. Current Outstanding Debt of the District (as of the end of year of this report).</p>	<p>No general obligation or revenue bonds have been issued as of the date of this annual report. The district is incurring reimbursement obligations as the project's developer is paying ongoing district costs at this time, which are essentially a loan from the developer group to the district in advance of issuing bonds.</p>
<p>13. Total voter-authorized debt of the District (including current debt).</p>	<p>Voted debt is authorized up to \$25,000,000 per capital improvement construction category and subject to an overall \$25,000,000 total debt authorization limitation in the district's Service Plan.</p>
<p>14. Debt proposed to be issued, reissued or otherwise obligated in the coming year.</p>	<p>The District may issue bonds in 2024.</p>
<p>15. Major facilities/infrastructure improvements initiated or completed in the prior year.</p>	<p>None.</p>
<p>16. Summary of major property exclusion or inclusion activities in the past year.</p>	<p>None. There were no boundary changes made in 2023.</p>
<p>17. General Information.</p>	<p>No IGAs were entered into in 20223.</p> <p>Any rules and regulations can be obtained from the Manager's office.</p> <p>To our actual knowledge, based on review of the court records in El Paso County, Colorado and the Public Access to Court Electronic Records (PACER), there is no litigation involving the District's public improvements as of December 31, 2023.</p> <p>The 2024 Budget is attached hereto as <b>Exhibit B</b>.</p> <p>The 2022 Audit Exemption Application is attached</p>

	<p>hereto as <b>Exhibit C</b>. The 2023 Audit Exemption Application will be submitted as a supplemental to this report upon completion.</p> <p>In 2023, to our actual knowledge:</p> <p>(i) the District did not receive notice of any uncured events of default by the District, which continued beyond a ninety (90) day period, under any debt instrument.</p> <p>(ii) there was not any inability of the District to pay its obligations as they came due, in accordance with the terms of such obligations, which continued beyond a ninety (90) day period.</p>
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**§32-1-207(3) Statutory Requirements**

1. Boundary Changes Made.	No boundary changes were made in 2023.
2. Intergovernmental Agreements entered into or terminated with other governmental entities.	No IGAs were entered into or terminated with other governmental entities in 2023.
3. Access information to obtain a copy of rules and regulations adopted by the board.	Any rules and regulations can be obtained from the Contact's office.
4. A summary of litigation involving public improvements owned by the District.	To our actual knowledge, based on review of the court records in El Paso County, Colorado and the Public Access to Court Electronic Records (PACER), there is no litigation involving the District's public improvements as of December 31, 2023.
5. The status of the construction of public improvements by the District.	None.
6. A list of facilities or improvements constructed by the District that were conveyed or dedicated to the county or municipality.	None.
7. The final assessed valuation of the District as of December 31 <sup>st</sup> of the reporting year.	The 2023 final assessed valuation as certified by the El Paso County Assessor's Office is \$128,460, attached hereto as <b>Exhibit A</b> .
8. A copy of the current year's budget.	A copy of the 2024 Budget is attached hereto as



	<b>Exhibit B.</b>
9. A copy of the audited financial statements, if required by the “Colorado Local Government Audit Law”, part 6 of article 1 of title 29, or the application for exemption from audit, as applicable.	The 2022 Audit Exemption Application is attached hereto as <b>Exhibit C</b> . The 2023 Audit Exemption Application will be submitted as a supplemental to this report upon completion.
10. Notice of any uncured defaults existing for more than ninety (90) days under any debt instrument of the District.	To our actual knowledge, the District did not receive notice of any uncured events of default by the District, which continued beyond a ninety (90) day period, under any debt instrument.
11. Any inability of the District to pay its obligations as they come due under any obligation which continues beyond a ninety (90) day period.	To our actual knowledge, there was not any inability of the District to pay its obligations as they came due, in accordance with the terms of such obligations, which continued beyond a ninety (90) day period.

Reminder:

- A. As per Colorado Revised Statutes, Section 32-1-306, the special district shall maintain a current, accurate map of its boundaries and shall provide for such map to be on file with the County Assessor.
- B. Colorado Revised Statutes, Section 32-1-306, states a certificate of election results shall be filed with the County Clerk and Recorder.

White Bear Ankele Tanaka & Waldron, Sean Allen, Esq. – District General Counsel

Name and Title of Respondent

/S/ Sean Allen

3/1/2024

Signature of Respondent

Date

RETURN COMPLETED FORM TO: [specialdistrictnotices@elpasoco.com](mailto:specialdistrictnotices@elpasoco.com)

Or mail to: El Paso County  
Clerk and Recorder

Attention: Clerk to the Board Department  
P.O. Box 2007  
Colorado Springs, Colorado 80901-2007

**\*\*NOTE:** As per CRS Section 32-1-104(2), a copy of this report should also be submitted to:

County Assessor – 1675 W. Garden of the Gods Road, #2201, Colorado Springs, CO 80907

County Treasurer - 1675 W. Garden of the Gods Road, Colorado Springs, CO 80907

And submitted per CRS 32-1-207(3)(c) and (d)

**EXHIBIT A**  
**2023 Assessed Valuation**

# CERTIFICATION OF VALUATION BY EL PASO COUNTY ASSESSOR

Name of Jurisdiction: 230 - HIGH PLAINS RANCH METRO DISTRICT

IN EL PASO COUNTY ON 12/22/2023

New Entity: No

<b>USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATIONS (5.5% LIMIT) ONLY</b>
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IN ACCORDANCE WITH 39-5-121(2)(a) AND 39-5-128(1),C.R.S. AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2023 IN EL PASO COUNTY, COLORADO

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	\$94,800
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: *	\$128,460
3. LESS TIF DISTRICT INCREMENT, IF ANY:	\$0
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	\$128,460
5. NEW CONSTRUCTION: **	\$0
6. INCREASED PRODUCTION OF PRODUCING MINES: #	\$0
7. ANNEXATIONS/INCLUSIONS:	\$0
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: #	\$0
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD ## OR LAND ( 29-1-301(1)(b) C.R.S.):	\$0
10. TAXES COLLECTED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1))(a) C.R.S.):	\$0.00
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a) C.R.S.) and (39-10-114(1)(a)(I)(B) C.R.S.):	\$0.00

\* This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec.20(8)(b),Colo.

\*\* New construction is defined as: Taxable real property structures and the personal property connected with the structure.

# Jurisdiction must submit respective certifications (Forms DLG 52 AND 52A) to the Division of Local Government in order for the values to be treated as growth in the limit calculation.

## Jurisdiction must apply (Forms DLG 52B) to the Division of Local Government before the value can be treated as growth in the limit calculation.

<b>USE FOR 'TABOR' LOCAL GROWTH CALCULATIONS ONLY</b>
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IN ACCORDANCE WITH THE PROVISION OF ARTICLE X, SECTION 20, COLO CONST, AND 39-5-121(2)(b),C.R.S. THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2023 IN EL PASO COUNTY, COLORADO ON AUGUST 25, 2023

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: @	\$839,342
ADDITIONS TO TAXABLE REAL PROPERTY:	
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: !	\$0
3. ANNEXATIONS/INCLUSIONS:	\$0
4. INCREASED MINING PRODUCTION: %	\$0
5. PREVIOUSLY EXEMPT PROPERTY:	\$0
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	\$0
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT:	\$0
<small>(If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.)</small>	
DELETIONS FROM TAXABLE REAL PROPERTY:	
8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	\$0
9. DISCONNECTIONS/EXCLUSION:	\$0
10. PREVIOUSLY TAXABLE PROPERTY:	\$0

@ This includes the actual value of all taxable real property plus the actual value of religious, private schools, and charitable real property.

! Construction is defined as newly constructed taxable real property structures.

% Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1),C.R.S. AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS : 1. TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY:----->	\$0
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NOTE: All levies must be Certified to the Board of County Commissioners NO LATER THAN DECEMBER 15, 2023

IN ACCORDANCE WITH 39-5-128(1.5)C.R.S. THE ASSESSOR PROVIDES: HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): **	\$0
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\*\* The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119 f(3). C.R.S.

**EXHIBIT B**  
**2024 Budget**

**HIGH PLAINS RANCH METRO DISTRICT  
2023 AMENDED BUDGET AND 2024 BUDGET  
GENERAL FUND**

	2022	2023	2023	2023	2024
	ACTUAL	ACTUAL	PROJECTED	BUDGET	BUDGET
		<b>9/26/2023</b>			
<b>GENERAL FUND BEGINNING BALANCE</b>	\$ 15,226	\$ (5,919)	\$ (5,919)	\$ 5,110	\$ 15,136
<b>REVENUES</b>					
PROPERTY TAXES	\$ 619	\$ 986	\$ 1,055	\$ 1,055	\$ 1,246
SPECIFIC OWNERSHIP TAXES	\$ 64	\$ 62	\$ 74	\$ 74	\$ 87
DELINQUENT INTEREST					
DEVELOPER ADVANCES	\$ 7,492	\$ 45,000	\$ 45,000	\$ 70,000	\$ 45,000
OTHER					
TOTAL REVENUES	\$ 8,175	\$ 46,048	\$ 46,129	\$ 71,129	\$ 46,333
TOTAL OF BALANCE AND REVENUES	\$ 23,401	\$ 40,129	\$ 40,210	\$ 76,239	\$ 61,469
<b>EXPENDITURES</b>					
AUDIT	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500
ELECTION	\$ 1,067	\$ 1,234	\$ 1,234		\$ -
LEGAL SERVICES	\$ 6,903	\$ 4,098	\$ 7,500	\$ 25,000	\$ 25,000
MANAGEMENT	\$ 11,550	\$ 8,000	\$ 12,000	\$ 36,000	\$ 12,000
DUES AND SUBSCRIPTIONS	\$ 424	\$ 1,238	\$ 1,238	\$ 500	\$ 1,300
INSURANCE	\$ 2,886	\$ 700	\$ 2,986	\$ 3,000	\$ 3,000
TREASURERS FEE	\$ 9	\$ 15	\$ 16	\$ 16	\$ 19
BANK FEES				\$ 100	\$ 100
WATER SYSTEM ASSESSMENT	\$ 6,080				
CONTINGENCY	\$ 260			\$ 10,000	\$ 10,000
POSTAGE AND DELIVERY FEES	\$ 141	\$ 89	\$ 100	\$ 100	
TOTAL EXPENDITURES	\$ 29,320	\$ 15,374	\$ 25,074	\$ 76,216	\$ 52,919
<b>ENDING FUND BALANCE</b>	\$ (5,919)	\$ 24,755	\$ 15,136	\$ 23	\$ 8,550
EMERGENCY RESERVE 3%	\$ 880	\$ 461			\$ 1,588
ASSESSED VALUATION	\$ 55,610	\$ 94,800	\$ 94,800	\$ 94,800	\$ 111,900
MILL LEVY	11.132	11.1320	11.1320	11.1320	11.1320

**HIGH PLAINS RANCH METRO DISTRICT  
2023 AMENDED BUDGET AND 2024 BUDGET  
DEBT SERVICE FUND**

	2022 ACTUAL	2023 ACTUAL 9/26/2023	2023 PROJECTED	2023 BUDGET	2024 BUDGET
<b>DEBT SERVICE FUND BEGINNING BALANCE</b>	\$ 4,035	\$ 7,406	\$ 7,406	\$ 8,542	\$ 12,574
SERIES 2021:REVENUE				\$ -	\$ -
REVENUE SERIES 2022 A BOND	\$ -		\$ -	\$ 9,751,859	\$ 9,751,859
REVENUE SERIES 2022 B(3) BOND	\$ -		\$ -	\$ 6,248,141	\$ 6,248,141
PROPERTY TAX	\$ 3,095	\$ 4,931	\$ 5,277	\$ 5,277	\$ 6,229
SPECIFIC OWNERSHIP TAX	\$ 322	\$ 311	\$ 369	\$ 369	\$ 436
DELINQUENT INTEREST	\$ -			\$ -	\$ -
TRANSFERS IN FROM OPERATING ACCOUNT				\$ -	\$ -
INTEREST INCOME				\$ -	\$ -
TOTAL INFLOWS & REVENUES	\$ 7,452	\$ 12,648	\$ 13,052	\$ 16,005,646	\$ 16,006,665
TRANSFER TO CAPITAL PROJECT FUND	\$ -			\$ 12,919,874	\$ 12,919,874
TRANSFER TO CAPITALIZED INTEREST FUI	\$ -			\$ 1,537,206	\$ 1,537,206
TRANSFER TO DEBT SERVICE RESERVE FU	\$ -			\$ 910,859	\$ 910,859
OTHER COST OF ISSUANCES	\$ -			\$ 250,000	\$ 250,000
UNDERWRITERS DISCOUNT	\$ -			\$ 382,061	\$ 382,061
TREASURERS FEE	\$ 46	\$ 74	\$ 79	\$ 79	\$ 93
BANK CHARGE	\$ -				
TOTAL OUTFLOWS	\$ 46	\$ 74	\$ 79	\$ 16,000,079	\$ 16,000,093
<b>ENDING BALANCE</b>	\$ 7,406	\$ 12,574	\$ 12,973	\$ 14,109	\$ 19,145
ASSESSED VALUATION	\$ 55,610	\$ 94,800	\$ 94,800	\$ 94,800	\$ 111,900
MILL LEVY	55.6630	55.6630	55.6630	55.6630	55.6630
TOTAL MILL LEVY	66.7950	66.7950	66.7950	66.7950	66.7950

**EXHIBIT C**  
**2022 Audit Exemption Application**



# APPLICATION FOR EXEMPTION FROM AUDIT

## SHORT FORM

**NAME OF GOVERNMENT ADDRESS**

High Plains Ranch Metropolitan District  
 614 N Tejon St  
 Colorado Springs, CO 80903

For the Year Ended  
 12/31/22  
 or fiscal year ended:

**CONTACT PERSON PHONE EMAIL**

Susan Gonzales  
 719-447-1777  
[sue.g@wsdistricts.co](mailto:sue.g@wsdistricts.co)

## PART 1 - CERTIFICATION OF PREPARER

I certify that I am skilled in governmental accounting and that the information in the application is complete and accurate, to the best of my knowledge.

**NAME:**  
**TITLE**  
**FIRM NAME (if applicable)**  
**ADDRESS**  
**PHONE**  
**DATE PREPARED**

Susan Gonzales  
 Director of District Accounting  
 WSDM District Managers  
 614 N Tejon St  
 719-447-1777  
 3/10/2023

### PREPARER (SIGNATURE REQUIRED)



Please indicate whether the following financial information is recorded using Governmental or Proprietary fund types	<b>GOVERNMENTAL</b> <small>(MODIFIED ACCRUAL BASIS)</small>	<b>PROPRIETARY</b> <small>(CASH OR BUDGETARY BASIS)</small>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## 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.

Line#	Description	Round to nearest Dollar	Please use this space to provide any necessary explanations
2-1	Taxes: Property (report mills levied in Question 10-6)	\$ 3,715	
2-2	Specific ownership	\$ 386	
2-3	Sales and use	\$ -	
2-4	Other (specify):	\$ -	
2-5	Licenses and permits	\$ -	
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 services	\$ -	
2-11	Fines and forfeits	\$ -	
2-12	Special assessments	\$ -	
2-13	Investment income	\$ -	
2-14	Charges for utility services	\$ -	
2-15	Debt proceeds (should agree with line 4-4, column 2)	\$ -	
2-16	Lease proceeds	\$ -	
2-17	Developer Advances received (should agree with line 4-4)	\$ -	
2-18	Proceeds from sale of capital assets	\$ -	
2-19	Fire and police pension	\$ -	
2-20	Donations	\$ -	
2-21	Other (specify):	\$ -	
2-22		\$ -	
2-23		\$ -	
2-24	(add lines 2-1 through 2-23) <b>TOTAL REVENUE</b>	\$ 4,101	

## 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.

Line#	Description	Round to nearest Dollar	Please use this space to provide any necessary explanations
3-1	Administrative	\$ 825	
3-2	Salaries	\$ -	
3-3	Payroll taxes	\$ -	
3-4	Contract services	\$ -	
3-5	Employee benefits	\$ -	
3-6	Insurance	\$ 2,886	
3-7	Accounting and legal fees	\$ 30,003	
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 Part 4)	\$ -	
3-18	Debt service interest	\$ -	
3-19	Repayment of Developer Advance Principal (should agree with line 4-4)	\$ -	
3-20	Repayment of Developer Advance Interest	\$ -	
3-21	Contribution to pension plan (should agree to line 7-2)	\$ -	
3-22	Contribution to Fire & Police Pension Assoc. (should agree to line 7-2)	\$ -	
3-23	Other (specify): Treasurers Fees	\$ 56	
3-24	Consulting Services	\$ 3,922	
3-25	Election	\$ 1,067	
3-26	(add lines 3-1 through 3-24) <b>TOTAL EXPENDITURES/EXPENSES</b>	\$ 38,759	

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

## PART 4 - DEBT OUTSTANDING, ISSUED, AND RETIRED

Please answer the following questions by marking the appropriate boxes.

	Yes	No
4-1 Does the entity have outstanding debt? If Yes, please attach a copy of the entity's Debt Repayment Schedule.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-2 Is the debt repayment schedule attached? If no, MUST explain: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>
4-3 Is the entity current in its debt service payments? If no, MUST explain: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>
4-4 Please complete the following debt schedule, if applicable: (please only include principal amounts)(enter all amount as positive numbers)	Outstanding at end of prior year*	Issued during year
General obligation bonds	\$ -	\$ -
Revenue bonds	\$ -	\$ -
Notes/Loans	\$ -	\$ -
Lease Liabilities	\$ -	\$ -
Developer Advances	\$ -	\$ -
Other (specify):	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>

\*must tie to prior year ending balance

	Yes	No
4-5 Does the entity have any authorized, but unissued, debt? If yes: How much? <span style="float: right;">\$ 16,000,000.00</span> Date the debt was authorized: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4-6 Does the entity intend to issue debt within the next calendar year? If yes: How much? <span style="float: right;">\$ 16,000,000.00</span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4-7 Does the entity have debt that has been refinanced that it is still responsible for? If yes: What is the amount outstanding? <span style="float: right;">\$ -</span>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-8 Does the entity have any lease agreements? If yes: What is being leased? <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span> What is the original date of the lease? <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span> Number of years of lease? <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span> Is the lease subject to annual appropriation? What are the annual lease payments? <span style="float: right;">\$ -</span>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please use this space to provide any explanations or comments:

## PART 5 - CASH AND INVESTMENTS

Please provide the entity's cash deposit and investment balances.

	Amount	Total
5-1 YEAR-END Total of ALL Checking and Savings Accounts	\$ 1,489	
5-2 Certificates of deposit	\$ -	
<b>Total Cash Deposits</b>		<b>\$ 1,489</b>
Investments (if investment is a mutual fund, please list underlying investments):		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<b>Total Investments</b>		<b>\$ -</b>
<b>Total Cash and Investments</b>		<b>\$ 1,489</b>

Please answer the following questions by marking in the appropriate boxes

	Yes	No	N/A
5-4 Are the entity's Investments legal in accordance with Section 24-75-601, et. seq., C.R.S.?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5-5 Are the entity's deposits in an eligible (Public Deposit Protection Act) public depository (Section 11-10.5-101, et seq. C.R.S.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If no, MUST use this space to provide any explanations:

## PART 6 - CAPITAL AND RIGHT-TO-USE ASSETS

Please answer the following questions by marking in the appropriate boxes.

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 6-1 Does the entity have capital assets?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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: | <input type="checkbox"/> | <input type="checkbox"/>            |

	Balance - beginning of the year*	Additions (Must be included in Part 3)	Deletions	Year-End Balance
6-3 Complete the following capital & right-to-use assets table:				
Land	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Leased Right-to-Use Assets	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation/Amortization (Please enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Please use this space to provide any explanations or comments:

## PART 7 - PENSION INFORMATION

Please answer the following questions by marking in the appropriate boxes.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 7-1 Does the entity have an "old hire" firefighters' pension plan? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7-2 Does the entity have a volunteer firefighters' pension plan?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
- If yes: Who administers the plan?

Indicate the contributions from:

Tax (property, SO, sales, etc.):	\$ -
State contribution amount:	\$ -
Other (gifts, donations, etc.):	\$ -
<b>TOTAL</b>	<b>\$ -</b>

What is the monthly benefit paid for 20 years of service per retiree as of Jan 1?

\$ -

Please use this space to provide any explanations or comments:

## PART 8 - BUDGET INFORMATION

Please answer the following questions by marking in the appropriate boxes.

- |  | Yes                                 | No                       | N/A                      |
|--|-------------------------------------|--------------------------|--------------------------|
| 8-1 Did the entity file a budget with the Department of Local Affairs for the current year in accordance with Section 29-1-113 C.R.S.? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input style="width: 400px;" type="text"/>   |                                     |                          |                          |
| 8-2 Did the entity pass an appropriations resolution, in accordance with Section 29-1-108 C.R.S.? If no, MUST explain:                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input style="width: 400px;" type="text"/>   |                                     |                          |                          |

If yes: Please indicate the amount budgeted for each fund for the year reported:

Governmental/Proprietary Fund Name	Total Appropriations By Fund
General Fund	\$ 69,113
Debt Service Fund	\$ 16,000,064

## PART 9 - TAXPAYER'S BILL OF RIGHTS (TABOR)

Please answer the following question by marking in the appropriate box

Yes

No

**9-1** 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.

**If no, MUST 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?

If yes: Date of formation:

**10-2** Has the entity changed its name in the past or current year?

If yes: Please list the NEW name & PRIOR name:

**10-3** Is the entity a metropolitan district?

Please indicate what services the entity provides:

**10-4** Does the entity have an agreement with another government to provide services?

If yes: List the name of the other governmental entity and the services provided:

**10-5** Has the district filed a *Title 32, Article 1 Special District Notice of Inactive Status* during

If yes: Date Filed:

**10-6** Does the entity have a certified Mill Levy?

If yes: Please provide the following mills levied for the year reported (do not report \$ amounts):

Bond Redemption mills	55.663
General/Other mills	11.132
Total mills	66.795

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?	<input type="checkbox"/>	<input type="checkbox"/>

# 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. Print Board Member's Name		A MAJORITY of the members of the governing body must complete and sign in the column below.
Board Member 1	Lindsay Case	I Lindsay Case , 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 _____ Date: _____ My term Expires: May 2025
Board Member 2	Bryan Long	I Bryan Long , 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 <i>Bryan Long</i> Date: 3/14/2023 My term Expires: May 2023
Board Member 3	Randle Case, II	I Randle Case, II , 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 <i>Randle W. Case II, Board Member</i> Date: 3/15/2023 My term Expires: May 2025
Board Member 4	Robert Case	I Robert Case , 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 <i>Robert II Case</i> Date: 3/16/2023 My term Expires: May 2023
Board Member 5	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 _____ Date: _____ My term Expires: _____
Board Member 6	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 _____ Date: _____ My term Expires: _____
Board Member 7	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 _____ Date: _____ My term Expires: _____

**Certificate Of Completion**

Envelope Id: CC23A64C32EE402E967681445016C2A6	Status: Sent
Subject: Complete with DocuSign: HPRMD 2022 Audit Exemption.xlsx	
Source Envelope:	
Document Pages: 11	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Sue Gonzales
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	614 N Tejon Street
	Colorado Springs, CO 80903
	sue.g@wsdistricts.co
	IP Address: 96.79.235.13

**Record Tracking**

Status: Original	Holder: Sue Gonzales	Location: DocuSign
3/14/2023 10:38:12 AM	sue.g@wsdistricts.co	

**Signer Events**

Bryan Long  
 BtLong@crlr.net  
 vice president  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 50.76.139.174

**Timestamp**

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 Viewed: 3/14/2023 10:42:27 AM  
 Signed: 3/14/2023 12:13:51 PM


**Electronic Record and Signature Disclosure:**  
 Accepted: 9/15/2020 3:32:27 PM  
 ID: a2c769d3-f559-42a2-b9d8-8ebd0e135aac

Lindsay Case  
 sirlindsay64@gmail.com  
 Security Level: Email, Account Authentication (None)

Sent: 3/14/2023 10:42:00 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 12/23/2021 1:59:12 PM  
 ID: 709e199b-5781-4ef1-9b00-abc8c0a28901


Randle W. Case II, Board Member  
 rwcase@crlr.net  
 President  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 50.76.139.174

Sent: 3/14/2023 10:42:01 AM  
 Viewed: 3/15/2023 12:45:06 PM  
 Signed: 3/15/2023 12:45:55 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 3/15/2023 12:45:06 PM  
 ID: 7c04119b-8421-4729-be21-9270568c2803

Robert A Case  
 robcase68@gmail.com  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 174.63.93.246  
 Signed using mobile

Sent: 3/14/2023 10:42:01 AM  
 Resent: 3/16/2023 11:43:47 AM  
 Resent: 3/16/2023 12:19:32 PM  
 Viewed: 3/16/2023 12:21:34 PM  
 Signed: 3/16/2023 12:22:17 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 12/21/2020 8:14:19 AM  
 ID: e10458f3-1df4-4769-8e8a-8dd616136a9b

**In Person Signer Events**

**Signature**

**Timestamp**



<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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Sue Gonzales sue.g@wsdistricts.co Director of District Accounting Walker Schooler District Managers Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 3/14/2023 10:42:02 AM
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<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Updated	Security Checked	3/16/2023 11:43:46 AM
Envelope Updated	Security Checked	3/16/2023 11:43:47 AM
Envelope Updated	Security Checked	3/16/2023 12:19:32 PM
Certified Delivered	Security Checked	3/16/2023 12:21:34 PM
Signing Complete	Security Checked	3/16/2023 12:22:17 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Walker Schooler Dist Managers (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 Walker Schooler Dist Managers:**

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: [kalilah.a@wsdistricts.co](mailto:kalilah.a@wsdistricts.co)

### **To advise Walker Schooler Dist Managers 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 [kalilah.a@wsdistricts.co](mailto:kalilah.a@wsdistricts.co) 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 Walker Schooler Dist Managers**

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 [kalilah.a@wsdistricts.co](mailto:kalilah.a@wsdistricts.co) 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 Walker Schooler Dist Managers**

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 [kalilah.a@wsdistricts.co](mailto:kalilah.a@wsdistricts.co) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

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

### **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 Walker Schooler Dist Managers 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 Walker Schooler Dist Managers during the course of your relationship with Walker Schooler Dist Managers.

# RESOLUTION/ORDINANCE FOR EXEMPTION FROM AUDIT

(Pursuant to Section 29-1-604, C.R.S)

A RESOLUTION/ORDINANCE APPROVING AN EXEMPTION FROM AUDIT FOR FISCAL YEAR 2022 FOR HIGH PLAINS RANCH METROPOLITAN DISTRICT, STATE OF COLORADO.

WHEREAS, the board of directors of High Plains Ranch Metropolitan District wishes to claim exemption from the audit requirements of Section 29-1-603, C.R.S.; and

WHEREAS, Section 29-1-604, C.R.S. states that any local government where neither revenues nor expenditures exceed seven hundred and fifty thousand dollars may, with the approval of the state auditor, be exempt from the provision of Section 29-1-603, C.R.S.; and

WHEREAS, neither revenues nor expenditures for High Plains Ranch Metropolitan District exceeded \$100,000 for fiscal year 2022; and

WHEREAS, an application for exemption from audit for High Plains Ranch Metropolitan District has been prepared by the District Manager, WSDM, LLC with knowledge of government accounting; and

WHEREAS, said application for exemption from audit has been completed in accordance with regulation issued by the state auditor.

NOW THEREFORE, be it resolved/ordained by the board of directors of the High Plains Ranch Metropolitan District that the application for exemption from audit for High Plains Ranch Metropolitan District for the fiscal year ended December 31, 2021, has been personally reviewed and is hereby approved by a majority of the board of directors of the High Plains Ranch Metropolitan District; that those members of the board of directors have signified their approval by signing below; and that this resolution shall be attached to, and shall become a part of the application for exemption from audit of the High Plains Ranch Metropolitan District for the fiscal year ended December 31, 2022.

ADOPTED THIS 16th day of March 2023.

ATTEST:

Type or Print Names of  
Members of Governing Body

Date  
Term Expires

Randle Case, II

May 2022

Bryan Long

May 2023

Lindsay Case

May 2022

Robert Case

May 2023

Signature  
DocuSigned by:  
*Randle W. Case II, Board Member*  
293CF22537AE478...  
DocuSigned by:  
*Bryan Long*  
D6F801EC6D7447B...  
DocuSigned by:  
*Robert A Case*  
D11FBC0A8DF8433...

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**Certificate Of Completion**

Envelope Id: CF96021CBB5442CA91BD9EC3953D2682	Status: Completed
Subject: Complete with DocuSign: HPRMD Board of Directors Resolution 2022.docx	
Source Envelope:	
Document Pages: 1	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Sue Gonzales
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	614 N Tejon Street
	Colorado Springs, CO 80903
	sue.g@wsdistricts.co
	IP Address: 96.79.235.13

**Record Tracking**

Status: Original	Holder: Sue Gonzales	Location: DocuSign
3/16/2023 11:37:29 AM	sue.g@wsdistricts.co	

**Signer Events**

Bryan Long  
 BtLong@crlr.net  
 vice president  
 Security Level: Email, Account Authentication (None)

**Signature**

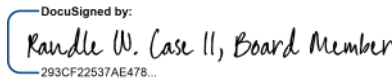
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 Signature Adoption: Pre-selected Style  
 Using IP Address: 50.76.139.174

**Timestamp**

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 Signed: 3/16/2023 3:17:09 PM

**Electronic Record and Signature Disclosure:**  
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 ID: a2c769d3-f559-42a2-b9d8-8ebd0e135aac


Randle W. Case II, Board Member  
 rwcase@crlr.net  
 President  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 189.199.126.82  
 Signed using mobile

Sent: 3/16/2023 11:39:17 AM  
 Resent: 3/17/2023 8:04:20 AM  
 Resent: 3/17/2023 8:17:31 AM  
 Resent: 3/22/2023 9:57:42 AM  
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 Signed: 3/22/2023 10:11:43 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 3/22/2023 10:10:56 AM  
 ID: 6df7961c-b83b-4a86-9e88-bc89af586501

Robert A Case  
 robcase68@gmail.com  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 174.63.93.246  
 Signed using mobile

Sent: 3/16/2023 11:39:18 AM  
 Resent: 3/16/2023 12:20:19 PM  
 Viewed: 3/16/2023 12:22:46 PM  
 Signed: 3/16/2023 12:23:24 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 12/21/2020 8:14:19 AM  
 ID: e10458f3-1df4-4769-8e8a-8dd616136a9b

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
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Kassandra Erbaugh  
kassandra@cclr.net  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**COPIED**

Sent: 3/16/2023 11:39:18 AM

Sue Gonzales  
sue.g@wsdistricts.co  
Director of District Accounting  
Walker Schooler District Managers  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**COPIED**

Sent: 3/16/2023 11:39:18 AM  
Resent: 3/22/2023 10:11:46 AM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	3/16/2023 12:23:24 PM
Completed	Security Checked	3/22/2023 10:11:43 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

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### **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.

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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.

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If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Walker Schooler Dist Managers**

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 [kalilah.a@wsdistricts.co](mailto:kalilah.a@wsdistricts.co) 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.

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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;
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### **Required hardware and software**

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

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