

**RESOLUTION  
OF THE BOARD OF DIRECTORS OF  
BANNING LEWIS RANCH METROPOLITAN DISTRICT NO. 5**

**ADOPTING A DIGITAL ACCESSIBILITY POLICY AND DESIGNATING A  
COMPLIANCE COORDINATOR**

WHEREAS, the Banning Lewis Ranch Metropolitan District No. 5 (the “**District**”) is a quasi- municipal corporation and political subdivision of the State of Colorado; and

WHEREAS, pursuant to § 32-1-1001(1)(h), C.R.S., the Board of Directors of the District (the “**Board**”) is empowered with the management, control, and supervision of all the business and affairs of the District; and

WHEREAS, pursuant to § 24-85-103(2.5), C.R.S., the Chief Information Officer in the Office of Information Technology has adopted accessibility standards as specified in 8 CCR 1501-11 Rules Establishing Technology Accessibility Standards (the “**Rules**”); and

WHEREAS, the Board desires to adopt this Resolution to implement a digital accessibility policy and designate a compliance coordinator in accordance with the Rules.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DISTRICT AS FOLLOWS:

1. Adoption of Digital Accessibility Policy. The District hereby adopts the Digital Accessibility Policy (the “**Digital Accessibility Policy**”) set forth in **Exhibit A**, attached hereto and incorporated herein.

2. Appointment of Compliance Coordinator. The District hereby designates CliftonLarsonAllen LLP as the District’s Compliance Coordinator (the “**Compliance Coordinator**”).

3. Severability. If any part, section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

4. Effective Date. This Resolution shall become effective as of July 25, 2024 shall be enforced immediately thereafter and shall supersede any previous policy related to website accessibility.

*Remainder of Page Intentionally Left Blank, Signature Page Follows*

ADOPTED THIS 25<sup>TH</sup> DAY OF JULY, 2024.

**DISTRICT:**  
**BANNING LEWIS RANCH**  
**METROPOLITAN DISTRICT NO. 5**, a quasi-municipal corporation and political subdivision of the State of Colorado

By: \_\_\_\_\_  
Officer of the District

DocuSigned by:  
*Steven Langer*  
D728FB56BACC4B4...

ATTEST: \_\_\_\_\_  
DocuSigned by:  
*Joanna Hendrickson Larson*  
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*Signature Page to Resolution Adopting a Digital Accessibility Policy and Designating a Compliance Coordinator*

## EXHIBIT A

### DIGITAL ACCESSIBILITY POLICY

#### 1. GENERAL

a. *Purpose.* The Banning Lewis Ranch Metropolitan District No. 5 (“District”) is committed to providing accessible digital information to all members of the public. As part of this commitment, the District has adopted this Digital Accessibility Policy (the “**Policy**”) to facilitate compliance of the District’s online services and digital communications with the accessibility standards as specified in 8 CCR 1501- 11 Rules Establishing Technology Accessibility Standards (the “**Rules**”).

b. *Scope.* The District is committed to providing persons with disabilities equal access to digital information, including information made available through the District’s website and other digital content. This Policy has been developed to promote equal access to such digital information to persons with disabilities. This Policy applies to digital content produced by or under the control of the District, including the District’s official website. Accessibility accommodation requests may be submitted to the District in accordance with this Policy.

c. *Third Party Content.* The provisions of this Policy do not apply to third-party websites linked through the District’s website, such as state or federal agencies, or digital content not under control of the District. While the District is not responsible for ensuring the accessibility of third party-controlled content, the District is dedicated to assisting individuals experiencing accessibility issues when possible.

#### 2. COMPLIANCE INFORMATION

a. *Compliance Coordinator.* The Compliance Coordinator will be the point of contact for accessibility-related accommodations for digital content. The Compliance Coordinator or its designee is responsible for responding to reports of inaccessible digital content and accessibility accommodation requests.

b. *Testing Tools and Techniques.* The District utilizes a variety of tools, techniques, methods, and procedures to identify accessibility barriers and meet existing and new assistive technology needs. The District engaged an accessibility vendor (the “**Accessibility Vendor**”) to complete testing and remediation to make the website and digital content contained therein are accessible and inclusive for users with disabilities in accordance with the Rules.

c. *Accessibility Reports.* The Accessibility Vendor will review the District’s website, user interfaces, and other digital content and summarize the same in a report provided to the District no less than annually (the “**Accessibility Report**”). The Accessibility Report will identify digital content that does not comply with the Rules. The Accessibility Vendor or the District, as appropriate, will take such steps as necessary to make such content compliant under the Rules. The District will maintain a record of the Accessibility Reports.

d. *District-Controlled Content.* The District will use good faith efforts to ensure that digital content under the control of the District produced, developed, maintained, or modified by the District on or after July 1, 2024, is compliant with the Rules.

e. Digital Accessibility Plan. The District will implement a digital accessibility plan (the “**Plan**”) to provide a long-term strategic approach for digital accessibility. The Compliance Coordinator will coordinate and implement the Plan. The Plan will be updated to facilitate ongoing compliance. The Plan will be in a form substantially similar to **Exhibit A-1** attached hereto.

f. Digital Accessibility Statement. The District will post the following digital accessibility statement on its website by July 1, 2024:

## **BANNING LEWIS RANCH METROPOLITAN DISTRICT NO. 5 TECHNOLOGY ACCESSIBILITY STATEMENT**

Banning Lewis Ranch Metropolitan District No. 5 (the “District”) is committed to providing equitable access to our services, programs, and activities to all members of the public. The District’s ongoing accessibility efforts work toward being compliant with the Web Content Accessibility Guidelines (WCAG) version 2.1, level AA criteria. The District welcomes comments on how to improve its technology’s accessibility for users with disabilities as well as requests for reasonable modifications and/or accommodation to any District services, programs, and/or activities.

Please let us know if you encounter inaccessible information and communication technology. The District is committed to responding to requests for reasonable modifications and/or accommodation as well as reports of accessibility issues in a timely manner.

**For reports of inaccessible information and communication technology or to request reasonable modifications or accommodations to District information and communication technology, please contact the District at:**

**Phone: 303-779-5710**

**E-mail: [SDAccessibility@claconnect.com](mailto:SDAccessibility@claconnect.com)**

### **3. REPORTING ACCESSIBILITY ISSUES**

a. Reporting an Accessibility Issue. Individuals may report inaccessible content or requests for accommodations to the Compliance Coordinator using the contact information below. Such requests should identify the specific content that is being reported, the issue the individual is experiencing, and the name and contact information of the individual submitting the request. The Compliance Coordinator or their designee will confirm receipt of such requests within five (5) business days.

The District will use good faith efforts to timely resolve reports of inaccessible content and requests for accommodations.

Banning Lewis Ranch Metropolitan District No. 5  
c/o CliftonLarsonAllen LLP  
Attn: Compliance Coordinator  
Phone: 303-779-5710  
E-mail: [SDAccessibility@claconnect.com](mailto:SDAccessibility@claconnect.com)

**EXHIBIT A-1**

**BANNING LEWIS RANCH METROPOLITAN DISTRICT NO. 5**

**DIGITAL ACCESSIBILITY PLAN**

*Approved on July 25, 2024*

**I. Accessibility Standards**

In accordance with Colorado law, Banning Lewis Ranch Metropolitan District No. 5 (the “**District**”) is committed to applying standard configurations for technologies and services, in accordance with the technical standards provided by:

- World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.1 Level AA or higher;
- Section 508 of the U.S. Rehabilitation Act of 1973 Chapters 3,4,6;
- Following C.R.S. 24-85-101 to 24-85-104, ARTICLE 85; and
- 8 CCR 1501- 11 Rules Establishing Technology Accessibility Standards.

**II. The District’s Efforts**

The District is committed to providing accessible digital information to all members of the public. Our ongoing accessibility effort works towards the day when the District’s online services and digital communications are fully accessible to the public, including equal access for persons with disabilities. The District has a plan to prioritize, evaluate, remediate, and continuously improve its online services and digital communications. Below are some of the measures the District is undertaking.

**III. Accessibility Maturity**

The District is at the following maturity level for 2024:

<b>Check One</b>	<b>Stage</b>	<b>Criteria</b>
	Inactive	<i>No awareness and recognition of need. At this stage organizations are inventorying their technology, have begun to make investments, etc.</i>
	Launch	<i>Recognized need organization-wide. Planning initiated, but activities not well organized.</i>
	Integrate	<i>Roadmap including timeline is in place, overall organizational approach defined and well organized.</i>
	Optimize	<i>Incorporated into the whole organization, consistently evaluated, and actions taken on assessment outcomes.</i>

**IV. Maturity Level Discussion**

[In this section, the district should provide a justification for any roadblocks to progress (e.g.,

financial, technical, or administrative difficulty or expense) or resources that may have helped progress along the way].

The District has encountered the following challenges:

The District has enjoyed the following successes:

V. Organizational Measures

[This section allows for further opportunities to describe the efforts being taken to remove technology accessibility barriers.]

The District has taken the following measures: [Below list is not exhaustive and should be revised according to each district's goals.]

- Define an accessibility roadmap including timeline, goals, roles, responsibilities, and policies as needed for the District.
- Incorporate accessibility into the District's procurement processes.
- Conduct an inventory of all technology, prioritize remediation, validate through testing, and address issues.
- Create and implement a plan for providing reasonable accommodation and modification until the technology can be made accessible.
- Engage a website accessibility vendor to make the District's front-facing web pages accessible.
- Provide contact information and support for receiving accessibility feedback and requests for accommodation.
- Other measures.

The District has designated its Compliance Coordinator to coordinate and implement the Plan. The District's Compliance Coordinator's contact information is as follows:

Banning Lewis Ranch Metropolitan District No. 5  
c/o CliftonLarsonAllen LLP  
Attn: Compliance Coordinator  
Phone: 303-779-5710  
E-mail: [SDAccessibility@claconnect.com](mailto:SDAccessibility@claconnect.com)

**Certificate Of Completion**

Envelope Id: 41F703B9630D4024871AD9E3F37A2E43	Status: Completed
Subject: Complete with DocuSign: Resolution Adopting A Digital Accessibility Policy Designating a Compl...	
Client Name: BLR #5	
Client Number: A512189	
Source Envelope:	
Document Pages: 6	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Sandy Brandenburger
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 S 6th St Ste 300
	Minneapolis, MN 55402-1418
	Sandy.Brandenburger@claconnect.com
	IP Address: 67.173.233.59

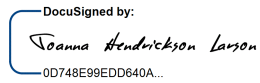
**Record Tracking**

Status: Original	Holder: Sandy Brandenburger	Location: DocuSign
8/16/2024 5:37:12 PM	Sandy.Brandenburger@claconnect.com	

**Signer Events**

Joanna Hendrickson Larson  
 jhlretreat@gmail.com  
 Security Level: Email, Account Authentication (None)

**Signature**


DocuSigned by:  
  
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 Signature Adoption: Pre-selected Style  
 Using IP Address: 209.248.79.62

**Timestamp**

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 Signed: 8/24/2024 5:07:20 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 8/24/2024 5:02:42 AM  
 ID: 0719cb99-a1c2-4d21-8c83-14f7a44bfa31

Steven Langer  
 Sbl0711@gmail.com  
 President  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 D728F856BACC4B4...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 209.248.106.151  
 Signed using mobile

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**Electronic Record and Signature Disclosure:**  
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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

catherine bright  
 cbright@svwpc.com  
 Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 8/16/2024 5:39:59 PM  
 Viewed: 8/19/2024 9:13:15 AM

**Electronic Record and Signature Disclosure:**  
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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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Signing Complete	Security Checked	8/24/2024 8:47:45 AM
Completed	Security Checked	8/24/2024 8:47:45 AM

<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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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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#### **To request paper copies from CliftonLarsonAllen LLP**

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 [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.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.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

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ii. send us an email to [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.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..

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- You can access and read this Electronic Record and Signature Disclosure; and
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- Until or unless you notify CliftonLarsonAllen LLP 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 CliftonLarsonAllen LLP during the course of your relationship with CliftonLarsonAllen LLP.