

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-135**

**RESOLUTION AUTHORIZING PAYMENT FOR CONTRACT WITH GOVPILOT FOR THE
IMPLEMENTATION OF IMPROVED ZONING AND WORKFLOW SOFTWARE
AT AN ANNUAL COST OF \$16,668.00 AND PAID FROM THE GENERAL FUND #1000.**

WHEREAS: The Administrator has indicated a need to renew the software in the zoning department to continue the improved workflow process; and

WHEREAS: The software is cross departmental, improves reporting capability and organization and will increase communication and accountability; and

WHEREAS: The software allows Fairfield Township to perform permitting and payments virtually which is a helpful tool for contractors and residents;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby approves the contract with GovPilot, at an annual cost of \$16,668.00 for years 2026 through 2028 to be paid from the General Fund 1000. The contract is attached hereto as Exhibit "A".

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: October 14, 2025

Board of Trustees

Michael Berding: _____

Shannon Hartkenmeyer: _____

Joe McAbee: _____

Vote of Trustees

yes

yes

yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this 14th day of October, 2025.

ATTEST:

Shelly Schultz
Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Katherine Barbieri
Katherine Barbieri, Township Law Director

Kimberly Lapensee

From: Chuck Goins
Sent: Thursday, October 9, 2025 4:16 PM
To: Kimberly Lapensee
Subject: FW: GovPilot Renewal

Kim

I am still waiting on the formal quote and contract from GovPilot, I hope to receive it by Monday.

Below is the email, where she provided several options. She offered a renewal of our contract for either a **3/5-year period at the current pricing of \$16,668.**

Thanks

Chuck Goins
Assistant Administrator/
Zoning Administrator
6032 Morris Road
Fairfield Township, OH 45011
(513) 785-2266



From: Courtney Camporine <courtney@govpilot.com>
Sent: Tuesday, September 16, 2025 3:44 PM
To: Chuck Goins <cgoins@fairfieldtwp.org>
Subject: GovPilot Renewal

Hi Chuck,

Per our recent conversation, I've reviewed the pricing options available to the Township of Fairfield, should you choose to adjust your current 7-module package upon renewal.

Because you have been a long-time customer, I am prepared to renew Fairfield for a 3/5-year period at the current pricing of \$16,668. This continues the early-stage pricing bundle the township has enjoyed. However, I understand your need to review options.

Below is the price breakdown based on GovPilot's current rates; all include the GIS Map as well:

- 5-module package: \$20,000
- 3-module package: \$14,400 (Report a Concern, Zoning, Contract Tracking)

- 2-module package: \$9,600 (Report a Concern & Zoning)

Your current 7-module package is priced at \$16,668, which remains the most cost-effective option when compared to any of the scaled-down alternatives. Happy to discuss further if you would like. Feel free to reach out with any questions. Thanks!

Regards,



Courtney Camporine
Customer Success Manager
courtney@govpilot.com



GovTech 100 Award Winner!



Subscription Service Order

Prepared for: Fairfield Township, OH

Sales Representative

Courtney Camporine

courtney@govpilot.com

Proposal Valid Through 10/31/2025



Overview of Services

GovPilot is a cloud-based government management platform developed exclusively for local government. We unify fragmented data and communication between employees, department heads and their administrators, resulting in an environment in which information flows freely and subject matter knowledge can be obtained within seconds. With a clear view of how well a department is operating, administrators, and department heads alike can make more educated decisions on the best course of action.

Leveraging Best Government Practices (BGP) from subject matter experts, GovPilot has developed a catalog of over 120 standard template modules as well as 3 premium services. GovPilot regularly checks the pulse of local governments and incorporates their feedback into the product, benefiting all of our customers!

GovPilot accommodates unlimited users, which allows governments to manage and share critical data throughout their organization, at no additional cost. This information can be shared 24/7 from the office, the field, or the employee's home.

Wherever the Community,
Whatever the Problem,
GovPilot offers a Solution.



Benefits of GovPilot

Employee & Elected Officials Benefit

- Customizable Dashboards to see the data that's important to you
- Remove communication and data silos
- Cut-down on call volume, walk-ins and other distractions
- Learn one platform, replace single-purpose software systems, IT doesn't need to support 10+ systems
- Drastically improve productivity through automated modules

Constituent Benefits

- Convenience of E- Commerce functionality – submit application and pay online
- Communicate concerns via Mobile App
- Access information and data via website, eliminating need to submit OPRA



Unlimited Users

- All employees and Elected Officials are eligible for login credentials

Preloaded Data

- Assessment Records, Parcel Boundaries
- Foreclosure Filings

All tax, parcel boundaries, and foreclosure data is uploaded upon execution of contract from GovPilot, any updates thereafter need to be proactively provided to GovPilot from the customer. Accuracy of this information is the responsibility of the customer.

Cloud Based

- Access, manage and edit data from the office and in the field
- No scaling limitations, local server installation, burdensome maintenance costs or time-consuming software updates
- Data updates occur in real time, enabling office-based employees to collaborate with colleagues in the field via mobile device

Fields & Forms

- GovPilot works closely with assigned divisions and departments to modify the platform based on your unique needs
- Deploy flexible modules and forms integrated with pre-loaded data
- User-friendly, drag-and-drop interface
- Merge and log external data, attach documents, calendars, files and notes to individual property records with ease



GovPilot's Templated Modules Consist of 5 Main Components



Dashboard

Whether you are a typist, department head, city manager or elected official, GovPilot's dashboard allows you to retrieve the answers you need, quickly. The dashboard is customizable, allowing users to create shortcuts to their data, called "tiles". These tiles are doorways to filtered and sorted data sets. When clicked, each tile opens a different view. Arrange and add an unlimited number of tiles with unparalleled ease.

GovPilot Dashboard

Recent Records Table:

Property	Form	Record Type	Reference	Status	Other	Property Address	Last Modified
1A	1A	Vacant Property Registration	VON-2019-00001	New		45 CHELSEA CT	3/31/2019 7:58:59 PM
1A	1A	Report a Concern	RAC-2019-00005	Open	Abandonment of Small Engr...	123 DISSION AVE	3/31/2019 7:57:57 PM
1A	1A	Rental Property Registration	RPR-2019-00001	Registered	EVANS, MICHAEL & THERESA	24 S MONTGOMERY AVE	3/31/2019 7:57:07 PM
1A	1A	Dog License	DG-2019-0003	Active	Biggie	24 S MONTGOMERY AVE	3/31/2019 7:56:49 PM
1A	1A	Construction Permit	GP-06305	Closed		24 S MONTGOMERY AVE	3/31/2019 7:55:06 PM
1A	1A	Construction Permit	GP-0633	Plan Review		100 ATLANTIC AVE	3/31/2019 7:52:31 PM
1A	1A	Dog License	DG-2019-0002	Active	DOGGY	101 S PALEIGH AVE	3/31/2019 8:24:12 PM



Property Profile

The cornerstone of our platform, this feature links all property-related data to a single property profile. See all building permits, violations and licenses associated with a property. Attach and take notes within the profile as well.

Property Profile

24 S MONTGOMERY AVE
ATLANTIC CITY NJ 08401

RESH-1 TO 4 FAM
ATLANTIC COUNTY

BLOCK 1: 213
LOT 1: 9

Tax Assessment Information

OWNER COMPLETE NAME	EVANS, MICHAEL & THERESA
CITY VALUE	\$197,204.00
ASSESSMENT BUILDING	\$106,300.00
ASSESSMENT LAND	\$29,100.00
ASSESSMENT TOTAL	\$135,400.00
TAXES	\$13,559.03
TAX YEAR	2019
YEAR BUILT	1925
LAST SALE DATE	8/28/1997
LAST SALE PRICE	\$10,000.00
BLOCK 1	213
LOT 1	9
BUILDING DESCRIPTION	P25
PROPERTY & MAILING ADDRESS SAME	Y
PROPERTY MAILING ADDRESS	24 S MONTGOMERY AVE ATLANTIC CITY NJ 08401
LAND DESCRIPTION	43x75
LOT SIZE	3223
LOT DEPTH	75
LOT WIDTH	43
PROPERTY AREA(SQ/FT)	0.074
BUILDING AREA(SQ/FT)	1776
TOTAL UNITS	1
PROPERTY ADDRESS	24 S MONTGOMERY AVE
MULTIPLE UNITS	N
SALE DOCUMENT	06/000000
ZONING	R-2

Recent Records Table:

Form	Record Type	Reference	Status	Other	Last Modified
Construction Permit (1)	Construction Permit		Closed		03/31/2019 07:54:43 PM
Dog License (1)	Dog License	DG-2019-0003	Active	Biggie	03/31/2019 07:56:49 PM
Rental Property Registration (1)	Rental Property Registration	RPR-2019-00001	Registered	EVANS, MICHAEL & THERESA	03/31/2019 07:57:07 PM



Digital Forms E-commerce Functionality

GovPilot's digital forms can significantly reduce the time your staff spends on data entry. Form data is routed directly into the GovPilot system, eliminating the redundant process of a government employee transferring constituent information from a PDF to the database. Constituents access, complete and submit digital forms through your government website. Form logic blocks submission until all required fields have been populated, which guarantees that your departments receive properly completed forms, every time.



Automated Workflows

GovPilot's workflow engine reads data, calendar and user activity as triggers to automate the completion of a multitude of tasks, including the processing of public requests, licenses, applications, e-commerce transactions and internal administrative functions. Automated alerts notify employees of changes in project status and streamline post-submission correspondence with applicants. Workflows improve operational efficiency while promoting transparency and accountability among employees and departments.



Geographic Information System (GIS)

A picture is worth a thousand words. From cave paintings to emojis, graphic depiction is an integral part of how humans communicate and make sense of the world. When trying to identify patterns and otherwise understand your data—which could include thousands or even millions of variables—the ability to visualize that data is essential. GovPilot's user-friendly map grants ALL government employees the ability to harness the power of a geographic information system (GIS).



Service Order

Customer Name:	Fairfield Township, OH	Billing Contact	
Billing Address:	6032 Morris Road	Billing Phone	
City, State, Zip:	Hamilton OH 45011	Billing Email	

Vendor	GovPilot LLC	Address	204 E. Main St
City, State, Zip	Manasquan, NJ 08736	Vendor Contact	Courtney Camporine
Pricing Valid Through:	10/31/2025	Term: (Months)	36
Annual Bill Date	November 1	Contract Start Date	11/1/2025

Annual Subscription

Package Level		Annual Subscription Fee	
Modified Professional Package		\$ 16,668	
Module Name	Module Owner	Data Import	New or Existing
Report a Concern		No	Existing
Vehicle Maintenance		No	Existing
Zoning Permit		No	Existing
Asset Management		No	Existing
Contract Management		No	Existing
GIS Map		No	Existing
General Services Work Order		No	Existing

Name	Price	QTY	Subtotal
Modified Professional Package	\$ 16,668	1	\$ 16,668
		Subtotal	\$ 16,668
		Data Import	\$ 0
		Discount	\$ 0
		Tax	\$ 0
		Total Year One	\$ 16,668
		Recurring Annual Fee	\$ 16,668

TERMS: Pricing is based on an annual subscription fee which includes an unlimited number of user licenses, initial onboarding, and unlimited support. Payment is due upon execution of this agreement. Onboarding will not commence until payment has been received. This Agreement will take effect on the Effective Date and will remain in force for the initial term specified on the Service Order ("Initial Term"). After the "Initial Term" expires, the Agreement automatically renews for a "Renewal Term" of one (1) year. The Agreement will continue to renew after the expiration of each "Renewal Term", with the next "Renewal Term" of one (1) year, unless either party provides the other party with written notice, 30 days prior to the expiration date, of that party's desire not to renew. Unless otherwise agreed upon by the parties, each "Renewal Term" will have an increased annual rate of 10% over the annual rate in the expiring term. Failure to make payment within ten (10) days of renewal, or any other payment due date, will result in a notice of default. Failure to make payment within ten (10) days of notice of default will result in shut off of all Customer access to systems/modules and services. Service under the Agreement will not be restored until payment has been received. GovPilot does not waive any rights or remedies provided under the terms of this Agreement in the event of default. The Master Subscription Agreement between Client and PropertyPilot, LLC d/b/a GovPilot (the "MSA"), as it may be amended from time to time pursuant to the MSA, the onboarding, and implementation process, and the onboarding statement of work are incorporated by reference in this Subscription Service Order ("Service Order") all of which collectively, comprise the "Agreement." Capitalized terms not defined in this Service Order have the meaning given them in the MSA.

The person signing below represents that he or she is authorized to sign this Service Order on behalf of Client and that Client accepts this Service Order subject to the terms in the MSA. Signatory represents that all appropriate resolutions from the governing body, if appropriate, have been obtained to authorize execution of this Contract.

GovPilot's liability to the Customer for actual, direct damages resulting from GovPilot's performance hereunder and for any and all third party claims to the extent arising from GovPilot's negligence, willful misconduct, or violation of law in fulfilling its obligations herein, shall be limited in the aggregate to the total amount of fees actually paid or payable by the Customer to GovPilot under this Agreement for the year previous to the incident which gave cause for such liability. GovPilot shall retain ownership rights to (1) all of its intellectual property, including any derivatives, modifications and enhancements thereto, (2) Confidential Information of GovPilot, and (3) any tools or scripting applications used, developed or created by GovPilot or its third party licensors during the performance of this Agreement.

PropertyPilot, LLC dba GovPilot

Fairfield Township, OH

Signature:

DocuSigned by:
James Delmonico
7BEFC73334504D4

Signature:

Name: James Delmonico

Authorized Signer:

Title: Chief Operating Officer

Title:

Date: 10/14/2025

Date:



Onboarding and Implementation Process

Our Onboarding team is here to help you implement & launch GovPilot.

1. Kick-off Call

Your Account Manager & Onboarding Project Manager will coordinate a call with you to learn about how you will be leveraging GovPilot to gain further transparency into your day to day processes.

2. Variable Validation

To get started on your new GovPilot deployment, we need to confirm the information you've provided us during the sales process. This will also be a great opportunity for us to collect any additional information to ensure a successful on-boarding experience.

3. Variable Implementation**

During this time, our Onboarding team will be building out the modules you signed for. While this process typically takes 45-60 Days, there are times we need additional clarification. Please be sure to respond to any inquiries in a timely fashion so we can ensure a timely delivery of your services.

4. Team Training

We'll provide a one-time, 1 hour live web training, per module and Q&A focused on your end-user team members. We'll deliver the training using your modules so that the users know exactly how to work with GovPilot.

We'll also provide access to our premier knowledge-base so your team can get the answers to their questions instantly!

**Variable Validation is subject to the terms stated within the Onboarding Statement of Work



Onboarding Statement of Work

Objectives

The objective of GovPilot's onboarding engagement is to collect and implement the necessary information to configure the purchased Modules and their corresponding template variables. This engagement also includes the training of the software in accordance to the pricing table of this document.

Scope of Work

Work will include the modification of variables as specified on the **Service Order** under **Initial Templated Modules Selected from the GovPilot Catalog** on a per module basis with a maximum of 12 hours of configuration per module. While the variables we will modify differ on a per module basis, variables are generally inclusive but not limited to the following.

- Fees
- Licenses
- Permits
- Ordinances
- Pick-list Fields
- Employees
- Workflow Routing

Any additional work requested beyond the specified variables and the 12 hour time limit on a per module basis would be charged a professional services rate of **\$150/hour** pending customer approval.

Deliverables

GovPilot will deliver the following deliverables as part of your onboarding:

- Selected Templated Modules from the GovPilot Catalog stated on the **Service Order** under **Initial Modules Selected** with fully implemented variables as provided by the Customer
- Live web training of the modules

Tasks and Responsibilities

Our ability to provide a successful onboarding experience for our customers is a shared effort. It is crucial that all parties provide timely responses to any inquiries pertaining to the On-boarding.

Task	Responsibility
Provide Variable Gathering Tool(s) for completion	GovPilot
Completion of the Variable Gathering Tool	Fairfield Township, OH
Host Review of Collected Variables with Customer	GovPilot
Responses to any additional follow ups for clarification of provided variable data	Fairfield Township, OH
Delivery of Completed Modules	GovPilot
Host and Attendance of Training	Fairfield Township, OH
Provide Live Web Training to Customer	GovPilot

Timeline for Completion of Work

Upon receipt and review of complete set of variable information collected from the customer, GovPilot’s anticipated deployment time of a module is 45-60 days. GovPilot assumes a 24-48 hour response time from the customer upon any requests for clarification. Failure to respond in a timely response will result in a delay of your module deployment. Once a module is deployed, GovPilot reserves the right to put out a press release regarding the module deployed for your account.

Data Import Restrictions

Please note that data will be imported **AS IS**. **All Data Imports for all modules are subject to a fee, no matter what contract package you are purchasing.** Any errors included in the data set will be compiled and provided back to the customer for correction. It is the responsibility of the customer to correct the data and resubmit it to GovPilot should they want it included in their data set. It is the customers responsibility to obtain their legacy data, GovPilot will not be communicating with third party software vendors on behalf of the customer nor obtaining access to third party software. GovPilot will perform a maximum of two data imports per module. This requires the customer to provide data to GovPilot on two separate occasions. The first data import will be to validate and test the legacy data to ensure quality and accuracy during the onboarding process. The second and final data import will be performed the business day before the module is due to launch. In the event the customer is brining on legacy data after the module has launched the time and date of the second data import will be coordinated between GovPilot and the customer. Acceptable file types include, MS SQL, Excel, MS Access, CSV.

In the event the customer is providing the legacy data the business day the module is set to launch, GovPilot must receive the data at 3pm on the day prior to launch. Failure to provide data no later than 3pm EST will result in a rescheduling of your module launch date.

In the event the customer is negligent in not providing all data, or provides incorrect data, pertaining to a module resulting in more than 2 data imports, the customer will be charged \$250/hour for any subsequent time spent reimporting data after the

second data import. In the event the customer requests more than two data imports they will be charged \$250/hour for any subsequent time spent after the second data import.

Such errors may include, but are not limited to:

- Incorrect data type for the field
 - E.g., Email addresses in phone number fields / symbols in text and or number fields
- **For importing of data that is property related.** If there is no existing block and lot or parcel ID to link the record to, those records will not be imported.
 - The client can update those unique parcel identifiers and provide back to GovPilot should they wish to have those records in the system.

Credit Card Vendor Integration - GovPilot is currently integrated with 11 credit card vendors. There is no additional charge to configure your modules to take credit card payment for any of the 11 listed. If you would like an integration with a vendor not on the list, there will be an additional cost of \$250/hour in order to perform that integration. GovPilot also reserves the right to refuse integration based on documentation provided by the third party credit card vendor, or length of time in order to complete the integration.

1. Authorize.net
2. Municipay
3. Xpress BillPay
4. Network Merchants Inc (NMI)
5. Heartland
6. Payeezy
7. Elavon
8. The Satellite.Biz
9. Value Payment Systems
10. FIS Global
11. CardX
12. Comprise
13. Stripe



Minimum & Recommended System Specifications

The following system specifications for desktop PCs & Laptops:

Minimum Specifications

- OS: Windows 10 32/64-bit.
- CPU: Intel Core i3.
- RAM: 8GB RAM.
- Monitor: 19-inch.
- Network: Broadband Internet connection 50mbps with Latency <10ms.
- Browser: Any supported browser (see supported browser list).

Recommended Specifications

- OS: Windows 10 64-bit or Windows 11 64-bit.
- CPU: Intel Core i5 or more.
- RAM: 16GB RAM or more.
- Monitor: 24-inch or more (preferred wide screen).
- Network: Broadband Internet connection 100mbps with Latency <10ms.
- Browser: Any supported browser (see supported browser list).

Minimum Specifications for Mobile tablets:

- OS: Latest stable version update
- CPU: 1GHz or more
- RAM: 4GB RAM.
- Monitor: 10-inch or more
- Network: Wi-fi or Cellular 4G or more.
- Browser: Any mobile browser (see supported browser list).

Browser

Desktop/Mobile Devices

MICROSOFT® INTERNET EXPLORER®

Not Supported

MICROSOFT® EDGE (NON-CHROMIUM)

Not Supported

MICROSOFT® EDGE CHROMIUM

Latest stable browser version supported

GOOGLE CHROME™

Latest stable browser version supported

MOZILLA® FIREFOX®

Latest stable browser version supported

APPLE® SAFARI®

Latest stable browser version supported

TIP: For optimum performance, we recommend that users devices adopt the Google Chrome™ or Microsoft® EDGE browser and machines with 8 GB of RAM, 64-bit OS, 21-inch monitor and minimum 50mbps network bandwidth.

Note that 32-bit systems are subject to memory limitations. To take full advantage of the added RAM, use 64-bit versions of both the OS and the browser.

Certificate Of Completion

Envelope Id: DAA89445-E21A-4F52-8266-D093A5748508

Subject: GovPilot Renewal Subscription Agreement <> Fairfield, OH: Complete with DocuSign

Source Envelope:

Document Pages: 14

Certificate Pages: 5

AutoNav: Enabled

EnvelopeId Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Sent

Envelope Originator:

Courtney Camporine

204 East Main Street

Manasquan, NJ 08736

courtney@govpilot.com

IP Address: 54.174.62.139

Record Tracking

Status: Original

10/14/2025 10:26:05 AM

Holder: Courtney Camporine

courtney@govpilot.com

Location: DocuSign

Signer Events

Courtney Camporine

courtney@govpilot.com

Security Level: Email, Account Authentication
(None)

Signature

Completed

Using IP Address:

2601:8c:4a7e:1c60:e5aa:28ac:1082:e82

Timestamp

Sent: 10/14/2025 10:33:16 AM

Viewed: 10/14/2025 10:33:45 AM

Signed: 10/14/2025 10:34:14 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

James Delmonico

James@Govpilot.com

Chief Operating Officer

Security Level: Email, Account Authentication
(None)

DocuSigned by:

7BEFC73334504D4...

Sent: 10/14/2025 10:34:16 AM

Viewed: 10/14/2025 10:35:46 AM

Signed: 10/14/2025 10:35:55 AM

Signature Adoption: Pre-selected Style

Using IP Address: 96.234.54.23

Electronic Record and Signature Disclosure:

Accepted: 10/14/2025 10:35:46 AM

ID: d11945ab-3727-42a7-82f4-13d8bda39654

Chuck Goins

cgoins@fairfieldtwp.org

Security Level: Email, Account Authentication
(None)

Sent: 10/14/2025 10:35:59 AM

Viewed: 10/14/2025 10:55:28 AM

Electronic Record and Signature Disclosure:

Accepted: 10/14/2025 10:55:28 AM

ID: e0e0dbd2-f44c-42e6-a487-41e7182ed08c

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

Carbon Copy Events	Status	Timestamp
GovPilot Invoicing invoice@govpilot.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Scott Wysocki swysocki@govpilot.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Michael Bonner michael@govpilot.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 9/16/2025 8:33:03 AM ID: 739c993f-10ba-43ee-b8d2-5dff34a08e17		
Michael McAteer mmcateer@govpilot.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Jill Miller Jill@govpilot.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/14/2025 10:33:16 AM
Certified Delivered	Security Checked	10/14/2025 10:55:28 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, GovPilot (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 GovPilot:

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: mmcateer@govpilot.com

To advise GovPilot 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 mmcateer@govpilot.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 GovPilot

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