

Municipal Clerk's Office

Approved

Date: May 21, 2024

Submitted by: Assembly Chair Constant,
Assembly Vice-Chair Zaletel and
Public Safety Committee Perez-Verdia

Prepared by: Municipal Clerk's Office
For reading: May 21, 2024

ANCHORAGE, ALASKA
AR No. 2024-170

1 **A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY STATING ITS**
2 **CONDITIONAL PROTEST REGARDING THE LARGE RESORT ENDORSEMENT**
3 **APPLICATION OF BEVERAGE DISPENSARY-TOURISM LICENSE #3445, FOR**
4 **ALYESKA RESORT OPERATIONS LIMITED PARTNERSHIP DBA HOTEL ALYESKA**
5 **LOCATED AT 1000 ARLBERG AVE. GIRDWOOD, ALASKA 99587; PENDING**
6 **SATISFACTION OF MUNICIPAL REQUIREMENTS AND AUTHORIZING THE**
7 **MUNICIPAL CLERK TO TAKE CERTAIN ACTION.**

8
9 (Girdwood Valley Service Area)

10
11 **WHEREAS**, the Assembly Chair of the Public Safety Committee is deemed a sponsor of
12 this resolution; and

13
14 **WHEREAS**, Anchorage Municipal Code (AMC) 2.30.120F. requires the Assembly to act
15 on state alcohol license applications by resolution and does not require introduction of the
16 resolution; and

17
18 **WHEREAS**, Alyeska Resort Operations Limited Partnership has made an application
19 with the Alaska Alcohol and Marijuana Control Office (AMCO), for consideration by the
20 Alcoholic Beverage Control (ABC) Board, and has paid the required fee for the large resort
21 endorsement (LSE) application of beverage dispensary-tourism license #3445, to be used
22 for Hotel Alyeska, located at 1000 Arlberg Ave. Girdwood, Alaska, 99587; and

23
24 **WHEREAS**, the Assembly must enter any protest to AMCO within 60 days following
25 receipt of the application; and

26
27 **WHEREAS**, Anchorage Municipal Code (AMC) 2.30.120 and 3 AAC 304.145(d) require
28 the Assembly to hold a public hearing to provide the applicant an opportunity to defend
29 their application prior to exercising or waiving the right to protest; and

30
31 **WHEREAS**, the Anchorage Municipal Clerk received a copy of this application on March
32 27, 2024 and has determined that the last day for the Assembly to file a protest is May
33 27, 2024; and

34
35 **WHEREAS**, this resolution sets the public hearing on the protest of license #3445, for
36 May 21, 2024; and

37
38 **WHEREAS**, the public hearing notice posting as required by Anchorage Municipal
39 Charter Section 10.01(b) and AMC 2.30.060 has been satisfied and is on the Municipal
40 Webpage for Current Public Notices; and

1
2 **WHEREAS**, notice of the proposed resolution has been given to the applicant and the
3 Girdwood Valley Service Area Board of Supervisors ten days in advance as required by
4 AMC 2.30.120F. and AS 04.21.010(d); and

5
6 **WHEREAS**, the Assembly Meeting on May 21, 2024 is the last scheduled regular meeting
7 of the Anchorage Assembly prior to the expiration of the protest period; and

8
9 **WHEREAS**, the Municipal Clerk reports the following status concerning this location:

- 10
11 1. Any ABC Board violations and/or incidents on file that would lead to an ABC
12 Board violation are attached; and
13
14 2. There are no taxes owing to the Municipality of Anchorage; and
15
16 3. Special Land Use Permit, required by AMC 21.03.040C4.a, **has been**
17 **approved**; and
18
19 4. Certification from the Building Safety Official, The Anchorage Health
20 Department, and the Anchorage Police Department, have **been received**; and
21
22 5. Certification from Land Use Enforcement **has not been received**; and
23

24 **WHEREAS**, protest by the Assembly is in order pending Assembly confirmation that
25 outstanding items required for this location have been completed.

26
27 **NOW, THEREFORE**, the Anchorage Assembly resolves:

28
29 **Section 1.** The Anchorage Assembly hereby enters its **CONDITIONAL PROTEST**
30 for the large resort endorsement of license #3445, until this condition is
31 met:

- 32
33 • Certification from Land Use Enforcement has been received.
34

35 **Section 2.** A copy of this Assembly Resolution may be presented to AMCO as proof
36 that the Anchorage Assembly, as the local governing body, has stated its
37 protest in order to allow the Director of AMCO to hold processing of the
38 LSE for license #3445 under local protest until the Director receives
39 confirmation from the Municipal Clerk that the condition in Section 1 have
40 been met, and this protest is lifted as authorized by this Assembly
41 Resolution.
42

43 **Section 3.** The Anchorage Assembly hereby authorizes the Municipal Clerk, upon
44 confirmation that all conditions in Section 1 have been met, to provide
45 written notification to AMCO that this protest is lifted without further action
46 by the Assembly.

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PASSED AND APPROVED by the Anchorage Assembly this 21st day of May, 2024.



Chair

ATTEST:



Municipal Clerk



Document reference ID : 1719

Licensing Application Summary

Application ID:	1719
Applicant Name:	Alyeska Resort Operations Limited Partnership
License Type applied for:	Large Resort Endorsement (LRE) (AS 04.09.440)
Application Status:	In Review
Application Submitted On:	12/28/2023

Entity Information

Business Structure:	Limited partnership
Alaska Entity Number (CBPL):	10093750

Entity Contact Information

Entity Address:	PO Box 249, Girdwood, AK, USA
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Initial Application Information

Authority Type:	I am authorized user by the designated licensee with binding authority
Prefix:	Ms
Legal First Name:	Kara
Legal Last Name:	Edwards
Email Address:	karae@alyeskaresort.com
Phone Number:	403-609-0888

Additional Authorized User

Legal Name: Jessica Brown

Relation with licensee: Legal Counsel

Ownership / Principal Party Details

Principal Parent Entity	Principal Party	Role	%Ownership
Alyeska Resort Operations Limited Partnership	Alyeska Resort Operations Gp Llc	Stockholder/Shareholder	0.01
Alyeska Resort Operations Limited Partnership	Seven Glaciers Hotel Limited Partnership	Stockholder/Shareholder	99.99

Premises Address

Nearest municipality, city, and/or borough: Anchorage, Muni. of

Country, State, Zip: AK, United States,

Primary license number

Primary License Information License Number - 3445 - Beverage Dispensary Tourism License (BDTL) - Anchorage, Muni. of

Basic Business information

Business/Trade Name: Hotel Alyeska

Local Government and Community Council Details

City/Municipality Anchorage (Municipality of)

Property Ownership

Do you, the applicant, own the land, building, and/or warehouse at this proposed licensed location? Yes

Property Utilization Status An Existing Facility

Property Ownership Deed [Alyeska Resort Deed.pdf](#)

Premises Diagram

Will the license or permit embrace the entire premises address? Yes

Premises Diagram

- [L1-1.pdf](#)
- [Alyeska Land Parcel.pdf](#)
- [A8.24B_ Club Lounge FFE Plan Rev.12 \(1\).pdf](#)
- [Second Floor Renderings.pdf](#)
- [aBar Blueprint.pdf](#)

Security Plan

- [Prevention of Alcohol Transfer and Access Control.pdf](#)

Ninety Day Sign Requirements

Posted the 90 day sign: No

Attestations

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show

a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 305.700.

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

I certify that all proposed licensees have been listed with Division of Corporation, Business, and Professional Licensing.

I certify that I and any individual identified in the business entity ownership section of this application, has or will read AS 04 and its implementing regulations.

Signature

This application was digitally signed by : Kara Edwards on 12/28/2023 11:35:53 AM

Payment Info

Payment Type : CC

PaymentId: efe9176f-7250-4d83-bbbb-0732a227be7a

Receipt Number: 100741337

Documents

#	File Name	Type	Added On
1	Alyeska Resort Deed.pdf	License property ownership document	12/28/2023 06:53 PM
2	L1-1.pdf	License Location Diagram Document	12/28/2023 08:33 PM
3	Alyeska Land Parcel.pdf	License Location Diagram Document	12/28/2023 08:33 PM

4	A8.24B_Club Lounge FFE Plan Rev.12 (1).pdf	License Location Diagram Document	12/28/2023 08:33 PM
5	Second Floor Renderings.pdf	License Location Diagram Document	12/28/2023 08:33 PM
6	aBar Blueprint.pdf	License Location Diagram Document	12/28/2023 08:33 PM
7	Prevention of Alcohol Transfer and Access Control.pdf	License Location Diagram Security Plan Document	12/28/2023 08:33 PM

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2018-046804-0

Recording Dist: 301 - Anchorage
12/14/2018 10:25 AM Pages: 1 of 8



After recording in the Anchorage Recording District return to:

Hunton Andrews Kurth LLP
600 Travis, Suite 4200
Houston, Texas 77002
Attention: Daniel E. McCormick

Mail Tax Notices to:

Pomeroy Property Development Ltd.
9820 - 100th Avenue
Grande Prairie, Alberta T8V 08T
Attention: Ryan Pomeroy

FTAA
F-69007RB

LIMITED WARRANTY DEED

This Limited Warranty Deed is made effective the ¹⁴ day of December, 2018.

The Grantor, HOTEL ALYESKA L.L.C., an Alaska limited liability company, whose address is c/o Cirque Property L.C., attention Douglas B. Christensen, 10011 South Centennial Parkway, Suite 275, Sandy, Utah 80470, for and in consideration of Ten Dollars, (\$10.00) and other good and valuable consideration, in hand paid, the receipt of which is hereby acknowledged, conveys and warrants to the Grantee, ALYESKA RESORT HOTEL LIMITED PARTNERSHIP, an Alaska limited partnership, whose address is: 9820 - 100th Avenue, Grande Prairie, Alberta T8V 08T, the real property described on Exhibit A.

FREE AND CLEAR of all liens, easements, rights of way, judgments, encroachments, leases, deeds of trust and other encumbrances, conditions, restrictions, and matters affecting title except as set forth on Exhibit B.

TOGETHER WITH, all and singular, the tenements, improvements, hereditaments, rights, and appurtenances thereunto belonging or in anywise appertaining.

Grantor's obligations to warrant and defend title to the foregoing property is limited to claims made by persons claiming an interest therein by, through, or under Grantor only.

Limited Warranty Deed
HOU:3928331.2
4842-5773-09453

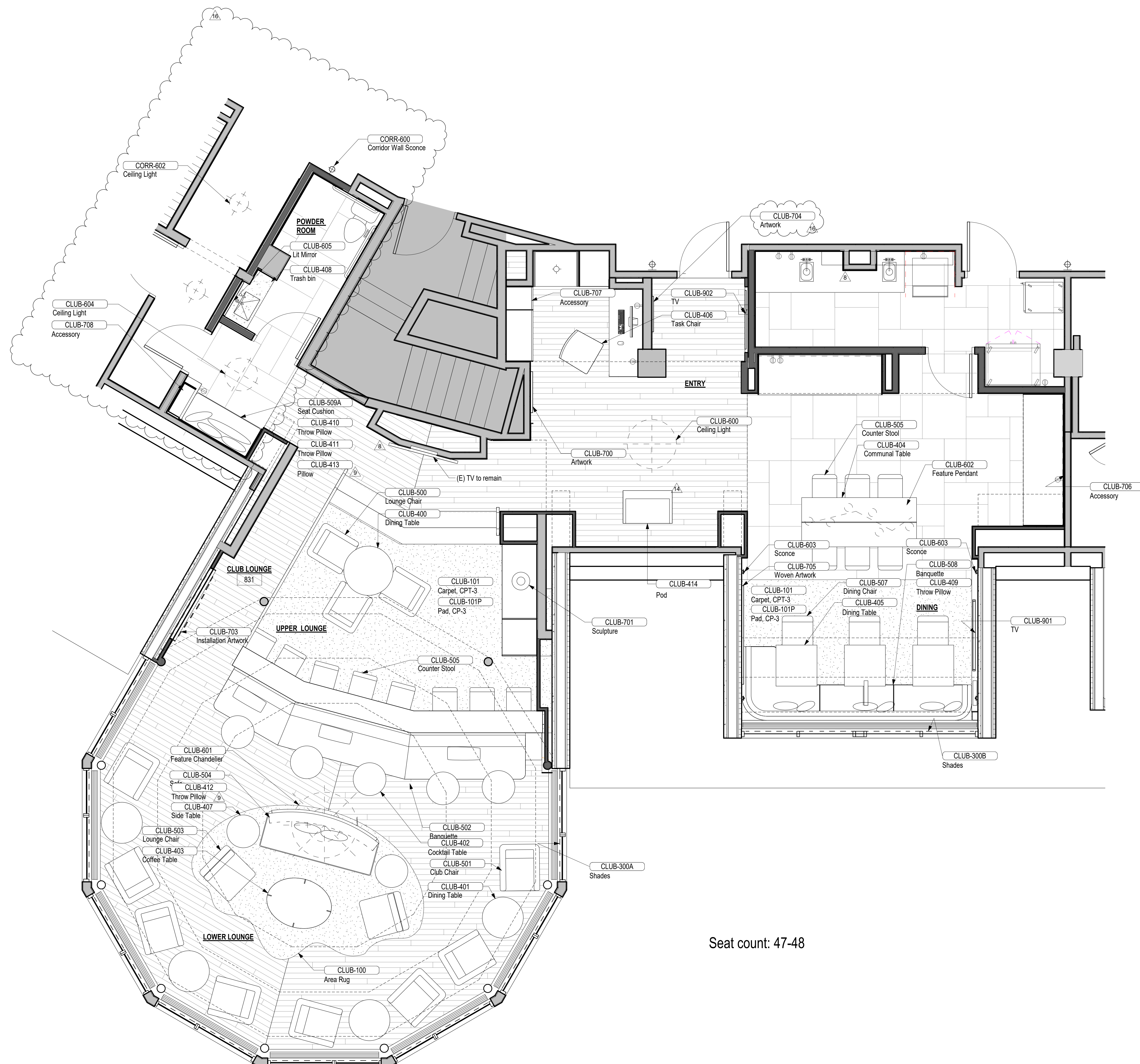
Page 1



NOT FOR CONSTRUCTION

ISSUED

Issue	Date
100% SD	03 Apr 2020
30% CD	27 Aug 2021
80% CD	21 Dec 2021
100% CD	29 Apr 2022
Revision 1	28 July 2022
Revision 2	11 Aug 2022
Revision 3	26 Oct 2022
Revision 7	18 Nov 2022
Permit Set	20 Dec 2022
Revision 8	27 Dec 2022



Seat count: 47-48

1 Club Lounge FF&E Plan
 3/8" = 1'-0"

Alyeska Resort

1000 Arlberg Ave
 Girdwood, AK 99587



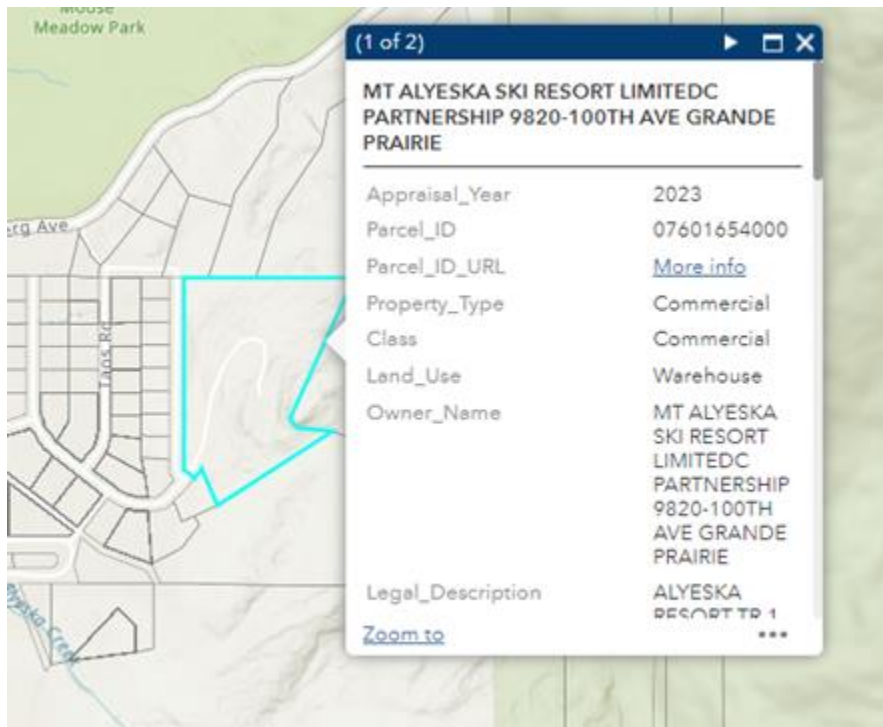
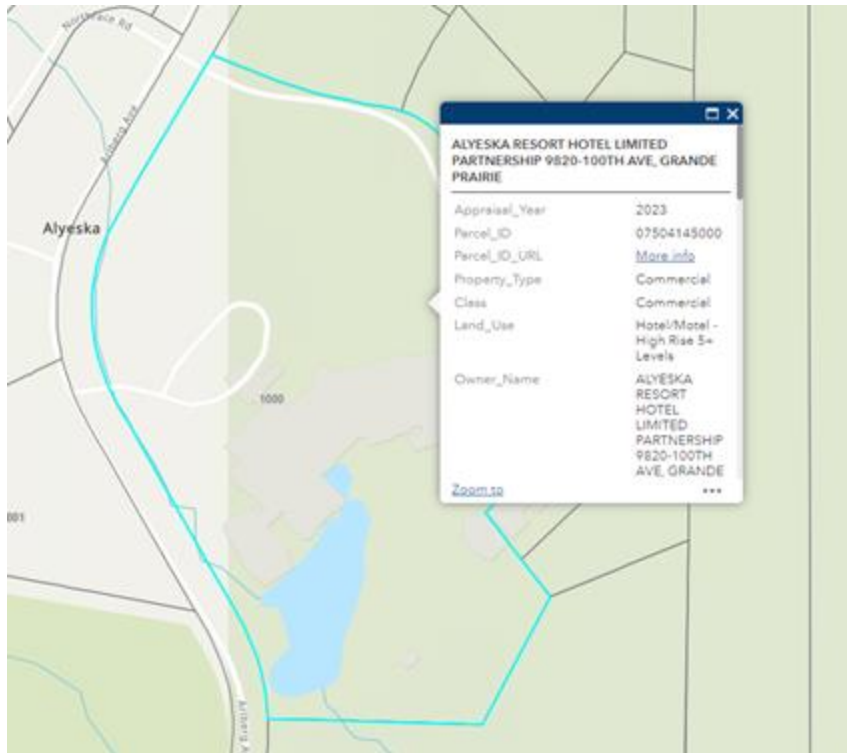
PROJECT NO. 1915

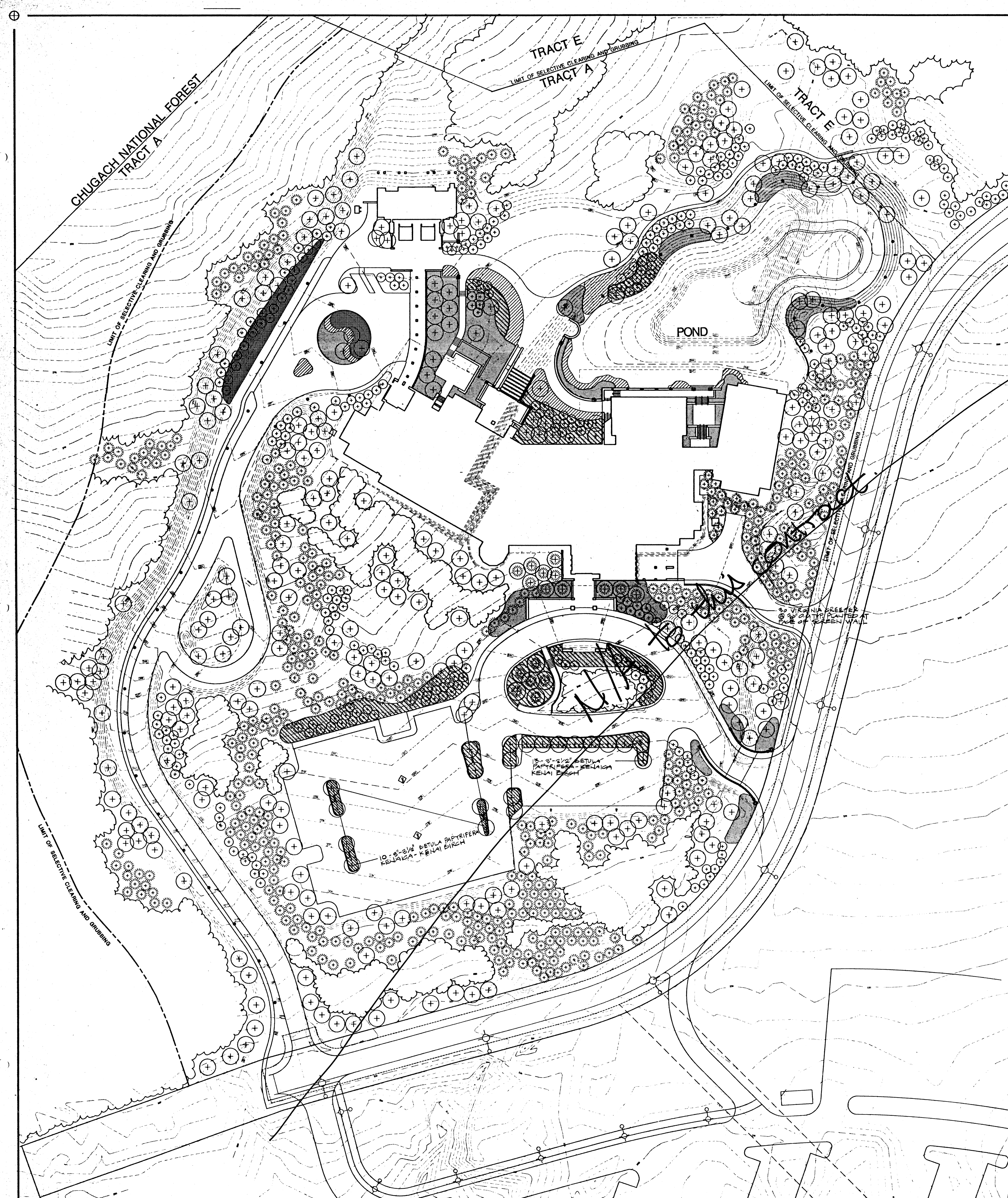
Club Lounge FF&E Plan

DATE: 00 Mon 0000
 SCALE: 3/8" = 1'-0"
 DRAWN BY: D&D

A8.24B

Club Lounge Permit Set - 20 Dec 2022 (30"x42")





PLANT LIST

QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE	CONDITION
TRACT A (TRACT B)				
TREES - EVERGREEN				
300				
149	*Picea glauca	White Spruce	6'-8' Ht	
135	*Picea glauca	Black Hills Spruce	6'-8' Ht	
315	*Picea pungens	Colorado Green Spruce	6'-8' Ht	
315	Tsuga heterophylla	Western Hemlock	6'-8' Ht	
17	*Picea pungens	Colorado Green Spruce	18'-20' Ht.	B & B
TREES - DECIDUOUS - LARGE				
350				
120	*Alnus tenuifolia	Thinleaf Alder	5'-6' Ht	Multi stem
97	*Betula papyrifera var. kenalca	Kenai Birch	8'-10' Ht	
120	Larix decidua	European Larch	8'-10' Ht	
120	*Populus tremuloides	Quaking Aspen	8'-10' Ht	
120	*Sorbus decora	Snowy Mountain Ash	8'-10' Ht	
23	*Betula papyrifera var. Kenalca	Kenai Birch	3'-5' 2" cal.	B & B
TREES - DECIDUOUS - SMALL				
375				
165	*Acer ginnata	Amur Maple	6'-8' Ht	B & B
165	*Amelanchier canadensis	Shadblow Serviceberry	6'-8' Ht	B & B
165	*Malus baccata	Siberian Crabapple	6'-8' Ht	B & B
SHRUBS - EVERGREEN Spacing 3'-0" o.c. TYP.				
11,500 sf				
3795	*Juniperus horizontalis 'Bar Harbor'	Bar Harbor Juniper	12"-18" Sprd	
3795	*Juniperus sibirica 'Broadmoor'	Broadmoor Savin Juniper	12" - 18" spr.	
3795	*Pinus mugo mughus	Mugo Pine	2' Ht	B & B
SHRUBS - DECIDUOUS Spacing 3'-0" o.c. TYP.				
12,000 sf				
2040	*Myrica gale	Sweet Gale	18"-24" Sprd	B & B
2040	*Prunus cistena	Purple-Leaf Sandcherry	2'-3' Ht	B & B
2040	*Prunus tomentosa	Nanking Cherry	3' Ht	B & B
2040	*Rosa rugosa	Rugosa Rose	18"-24"	
2040	*Syringa patula	Dwarf Miss Kim Lilac	2'-3' Ht	B & B
2040	*Viburnum adule	Highbush Cranberry	3'-4' Ht	B & B
Ground Covers Spacing 2'-0" o.c. TYP.				
24,500 sf				
8085	Arctostaphylos Uva-Ursi	Bearberry	Sods	
8085	Euonymus fortunei coloratus	Purple-leaf Wintercreeper	1 gal	
8085	Potentilla fruticosa	Shrubby Cinquefoil	1 gal	
Vines Spacing 30' o.c. TYP.				
50				
50	Parthenocissus quinquefolia	Virginia Creeper	1 gal	
Perennials Spacing 18" o.c. TYP.				
7,750 sf				
1550	Achillea millefolium 'Moonshine'	Moonshine Yarrow	6 POTS	
1550	Dicentra spectabilis	Bleeding Heart	6 POTS	
1550	Hemerocallis 'Hyperion'	Hyperion Daylily	6 POTS	
1550	Popover nudicaule	Iceland Poppy	6 POTS	
1550	Potamogeton caeruleum	Jacob's Ladder	6 POTS	
1550	Troilus x cultorum	Orange Globe Flower	6 POTS	

- * PLANT MATERIAL FROM MUNICIPALITY-APPROVED LIST
- Wildflowers**
7,000 sf
Wildflower mix

- LEGEND**
- Existing Trees
 - Proposed tree - Evergreen 18"-20' Ht. COLORADO GREEN SPRUCE
 - Proposed Tree - Evergreen
 - Proposed Tree - Deciduous - Large
 - Proposed Tree - Deciduous - Small
 - Proposed Shrub
 - Proposed Groundcover
 - Proposed Perennial
 - Proposed Wildflower Mix

- NOTES:**
- Re-vegetate all disturbed areas with grass mix.
 - Provide underdrainage for all new plantings.
 - Eradicate existing plant material (including grass, groundcover, shrubs, and trees as necessary) where proposed plant material is indicated.
 - Provide 1/2 acre of clearing, grubbing and establishment of grass at the edge of parcels A & E as directed by the architect.
 - ALL CLEARING OF VEGETATION MUST BE IN SUBSTANTIAL COMPLIANCE WITH THE CLEARING LIMITS SHOWN. ANY SIGNIFICANT DEVIATION WHICH RESULTS IN ADDITIONAL CLEARING OF VEGETATION UP-SLOPE FROM THE HOTEL SHOULD FIRST CONSIDER THE POTENTIAL IMPACT ON THE AVALANCHE RUN-OUT.

Sasaki Associates, Inc.
Planning / Architecture / Landscape Architecture
Urban Design / Transportation Planning / Civil Engineering
Environmental Services / Interior Design / Graphic Design
66 Pascont Street, Woburn, Massachusetts 02172
617/926-3300 Telex 927478 Fax 617/924-2748



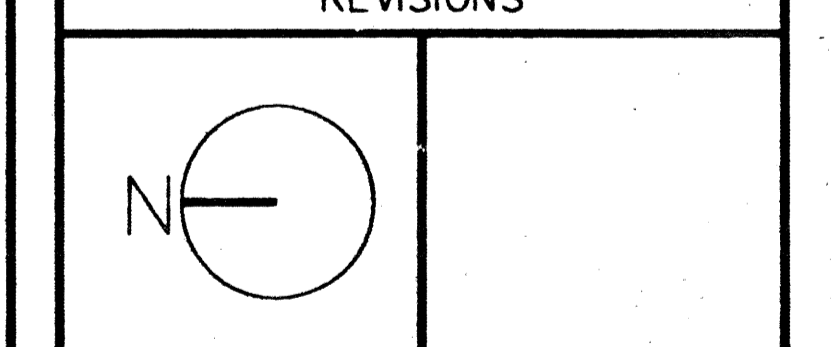
SEIBU ALASKA, INC.
P.O. Box 249 Girdwood, AK 99587

ALYESKA
PRINCE
HOTEL
GIRDWOOD, ALASKA

KISWIT CONSTRUCTION CO.
1577 "C" Street, #101
Anchorage, AK 99501

As-bites

CONFORMANCE SET	1/24/92	
REVISIONS		
No.	Description	Date
1	REVISION	1/24/92
2	REVISION	1/24/92
3	REVISION	1/24/92
4	REVISION	1/24/92



KEY PLAN

TITLE

**PLANTING PLAN
TRACT A**

Scale: 1"=40'
Drawn by: J.M.
Checked by: N.O.
Approved by: N.O.
Project no.: 02821.00

DWG. NO.: L1.1



Proposed Lobby Construction



Policies, Procedures and Standards			
Subject:	Security Plan: Prevention of Alcohol Transfer and Access Control	Department:	Operations
		Procedure No.:	
Applies to:	Alyeska Employees	Effective Date:	January 1, 2024

Purpose:

The primary goal of this security plan is to prevent the unauthorized transfer of alcohol across the premises boundary and, more specifically, to restrict access to alcohol by minors. This plan encompasses personnel, practices, and physical barriers to ensure compliance with legal regulations and maintaining a safe environment for all patrons.

Personnel and Training:

1. Security Staff:

- Deploy trained security personnel at key points of access to monitor and control the movement of individuals.
- Staff members will undergo thorough background checks and receive specialized training in alcohol access control and identification verification.
- We will utilize contract security to support localized team for all special events and unique scenarios.
- Increase on-site security personnel

2. Employee Training:

- All employees involved in the sale or service of alcohol will undergo mandatory training on responsible alcohol service, including identifying and preventing sales to minors.
- Periodic refresher courses will be conducted to ensure ongoing compliance.

Identification and Verification:

1. Age Verification:

- All individuals will be required to provide a valid government-issued identification card before entering areas where alcohol is served or sold.

2. Staff Intervention:

- Staff members are empowered to refuse service or access to individuals who fail to produce valid identification or display signs of intoxication.

Physical Barriers:

1. Fencing and Boundaries:

- We will continue to erect durable fencing around the premise for all special events to clearly define the boundaries.
- The height of the fencing will comply with local regulations and industry standards to discourage unauthorized access.



2. Gates and Entrances:

- Controlled access points installed at all entrances/exits, equipped with electronic gates to prohibit access outside of service hours
- Ensure all access points are monitored by security personnel to prevent unauthorized entry or exit.

3. Secured Alcohol Storage:

- Alcohol storage areas will be secured with restricted access, accessible only to authorized personnel.
- Increased surveillance systems to monitor these storage areas and deter unauthorized access.

Monitoring and Enforcement:

1. Surveillance Systems:

- Install additional high-quality CCTV cameras covering all key areas where alcohol is stored or served.
- Regularly review surveillance footage to identify any suspicious activities or potential violations.

2. Regular Audits:

- Conduct periodic internal audits to assess compliance with the security plan.
- Address any identified issues promptly and adjust security measures as needed.

Incident Response:

1. Emergency Protocols:

- Exercise clear protocols for handling incidents related to alcohol access violations.
- Train staff on appropriate responses and escalation procedures.

2. Communication:

- Maintain effective communication channels with local law enforcement to report any incidents promptly.
- Collaborate with relevant authorities to ensure a swift and coordinated response.

This comprehensive security plan aims to create a robust framework that combines personnel training, strict access controls, physical barriers, and effective monitoring to prevent the transfer of alcohol across the premises boundary and access by minors. Regular updates and ongoing training will be conducted to adapt to changing regulations and enhance overall security measures.

Municipality of Anchorage



*P.O Box 390
Girdwood, Alaska 99587
<http://www.muni.org/gbos>
David Bronson, Mayor*

*GIRDWOOD VALLEY SERVICE AREA BOARD OF SUPERVISORS
Briana Sullivan and Jennifer Wingard, Co-Chairs
Mike Edgington, Amanda Sassi, Guy Wade*

LETTER OF NON-OBJECTION

Municipal Clerk's Office

October 16, 2023

RE: Liquor License Renewals 2024

The Girdwood Board of Supervisors (GBOS), by a vote of 5 in favor 0 opposed at the October 16, 2023 Regular meeting, has no objection to the liquor license renewals listed below:

287 Crow Creek Mercantile
3445 Alyeska Resort

996 La Bodega
3446 Seven Glaciers

1632 Jack Sprat
3447 Sitzmark Bar & Grill

3263 Chair 5
6025 Alpenglow Coffee House

The Girdwood Land Use Committee recommended Non-Objection by unanimous vote at their October 9, 2023 regular meeting.

Throughout discussion at both groups' meetings, no negative comments have been received regarding any of these licensees.

Jennifer Wingard

Jennifer Wingard
GBOS Land Use Supervisor

10/19/2023

Date

Margaret Tyler

Witness

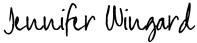
Certificate Of Completion

Envelope Id: 631721ADBDE24759BCCC2C596C3FAE3F	Status: Completed
Subject: Complete with DocuSign: Liquor licenses 2024.docx	
Source Envelope:	
Document Pages: 1	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Margaret Tyler
Time Zone: (UTC-09:00) Alaska	632 W 6th Ave
	Anchorage, AK 99501
	margaret.tyler@anchorageak.gov
	IP Address: 209.193.41.5


Record Tracking

Status: Original	Holder: Margaret Tyler	Location: DocuSign
10/18/2023 1:49:50 PM	margaret.tyler@anchorageak.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: MOA	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Jennifer Wingard girdwoodgalaxy@gmail.com Security Level: Email, Account Authentication (None)		Sent: 10/18/2023 1:51:14 PM Viewed: 10/19/2023 5:42:50 AM Signed: 10/19/2023 5:43:09 AM
	Signature Adoption: Pre-selected Style Using IP Address: 66.58.139.124	

Electronic Record and Signature Disclosure:
Accepted: 10/19/2023 5:42:50 AM
ID: b66c2ecb-1809-48f3-a457-7b7679315adc

Margaret Tyler margaret.tyler@anchorageak.gov MOA Security Level: Email, Account Authentication (None)		Sent: 10/19/2023 5:43:10 AM Viewed: 10/19/2023 8:13:42 AM Signed: 10/19/2023 8:13:48 AM
	Signature Adoption: Pre-selected Style Using IP Address: 209.193.41.5	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

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
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/18/2023 1:51:14 PM

Envelope Summary Events	Status	Timestamps
Certified Delivered	Security Checked	10/19/2023 8:13:42 AM
Signing Complete	Security Checked	10/19/2023 8:13:48 AM
Completed	Security Checked	10/19/2023 8:13:48 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, MOA (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 MOA:

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: denita.gotowicki@anchorageak.gov

To advise MOA 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 denita.gotowicki@anchorageak.gov 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 MOA

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 denita.gotowicki@anchorageak.gov 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 MOA

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 denita.gotowicki@anchorageak.gov 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 MOA 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 MOA during the course of your relationship with MOA.