

**2. Duties.** It shall be the duty of the Board of Directors (a) to cause to be kept a full, true and accurate record of its acts and corporate affairs and to present a statement thereof to the Members at the Annual Meeting of the Members or at any special meeting when requested in writing by one-fourth (1/4) of the full membership; (b) to supervise all officers, agents and employees of the Association, and to see that their duties are properly performed; (c) in accordance with the Declaration, (i) to fix the amount and time for payment of any periodic or special assessment against each tract of the L'Esprit Property; (ii) to prepare a roster of the tracts and assessments applicable thereto which shall be kept in the office of the Association and shall be open to inspection by any Member and (iii) to send written notice of each assessment to every Owner subject thereto; (d) to issue or to cause an appropriate officer to issue, upon demand by any person a certificate stating whether any assessment has been paid, which shall be prima facie evidence that any charge stated therein has or has not been paid.