

ARTICLE XIII RECORDS AND REPORTS

Section 13.01 Maintenance of Corporate Records: The corporation shall keep:

- A. Adequate and correct books and records of account.
- B. Written minutes of the proceedings of its Board and committees of the Board;
- C. A record of each person's name and address who is associated with this corporation as member, officer, employee, or agent.

Section 13.02 Accounting Records and Minutes: On written demand on the corporation, any member may inspect, copy, and make extracts of the accounting books and records of the Board, at any reasonable time for a purpose reasonably related to the members' interest as a Director. Any such inspection and copying may be made in person or by the member's agent or attorney. Any rights of inspection extend to the records of any subsidiary of the corporation.

Section 13.03 Maintenance and Inspection of Articles and By-laws: The corporation shall keep at its principal office the original or copy of the Articles of Incorporation and By-Laws, as amended to date, which shall be open to inspection by any member at all reasonable time during office hours. A member shall have an absolute right to inspect the corporation's books, records, documents of every kind, or physical properties.

Section 13.04 Annual Report: The Board shall cause an annual report to be sent to the officers and directors within 180 days after the end of the corporation's fiscal year. That report shall contain the following information:

- A. The assets and liabilities, including the trust funds of the corporation as of the end of the fiscal year.
- B. The principal charges in assets and liabilities, including trust funds.
- C. The revenue of receipts of the corporation both restricted and unrestricted to particular purposes.
- D. The expenses or disbursements of the corporation for both general and restricted purposes.