

Hood County Clerk  
201 W Bridge Street  
PO BOX 339  
Granbury, Texas 76048  
Phone: 817-579-3222

Document Number: 2023-0005747 -  
Filed and Recorded - Real Records

DOCUMENT RETENTION POLICY

Grantor: DECORDOVA RANCH POA INC

Pages: 3

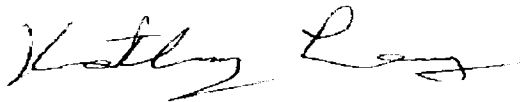
Recorded On: 05/05/2023 03:23 PM

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<b>Recorded On:</b>	05/05/2023 03:23 PM	<b>Notes:</b>     
<b>Document Number:</b>	2023-0005747	
<b>Receipt Number:</b>	R236337	
<b>Amount:</b>	\$25.00	
<b>Recorded By:</b>	Simplifile	

Any provision herein which restricts the Sale, Rental, or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

**I hereby certify that this instrument was filed and duly  
recorded in the Official Records of Hood County, Texas**



Katie Lang  
County Clerk  
Hood County, Texas



**Return To:**

THE REID FIRM, PC  
1840 ACTON HWY  
GRANBURY, TX 76049-6009



**DECORDOVA RANCH PROPERTY OWNER'S ASSOCIATION, INC.****DOCUMENT RETENTION POLICY**

WHEREAS, DeCordova Ranch Property Owner's Association, Inc. (the "Association") constitutes a property owners association under the provisions of Chapter 209 of the Texas Property Code (the "Code") and is composed of fifteen (15) or more lots;

WHEREAS, Section 209.005(m) of the Code provides that the Association must adopt and comply with a document retention policy that includes, at a minimum, the items specified in Section 209.005(m) of the Code; and

WHEREAS, the Board of Directors of the Association (the "Board") desires to adopt such a document retention policy as required under Section 209.005(m) of the Code.

NOW, THEREFORE, the Board hereby adopts this Document Retention Policy (the "Policy"), as set forth below.

**DOCUMENT RETENTION POLICY****1. Policy:**

Books and records are to be retained by the Association for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for compliance with the document retention periods set forth in this Policy. Records that are no longer required, or that have satisfied their recommended period of retention, may be destroyed in an appropriate manner.

The Association's Secretary is responsible for ensuring that the Association's books and records are identified, retained, stored, protected and subsequently disposed of in accordance with the guidelines set forth in this Policy. Books and record that are required to be retained pursuant to this Policy may be scanned and maintained in an electronic format.

**2. Document Retention Periods:**

The following books and records are to be retained by the Association for the retention periods specified below:

<b><i>Record Type:</i></b>	<b><i>Retention Period:</i></b>
Certificated of Formation (formerly referred to As Articles of Incorporation), Bylaws, and Declarations, and any amendments thereto	<b>Permanently</b>
Financial books and records	<b>7 years</b>
Account records of current Lot Owners	<b>5 years</b>
Contracts with a term of one (1) year or more	<b>4 years after the expiration of the contract term</b>

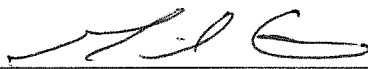
Minutes of Board and Membership Meetings **7 years**

Tax returns and audit records **7 years**

### CERTIFICATION

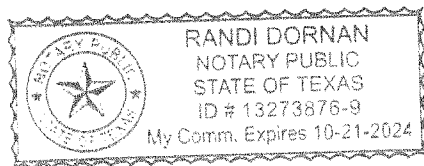
IN WITNESS WHEREOF, the undersigned, Michael Covert, as the duly elected, qualified, and acting Secretary of DeCordova Ranch Property Owner's Association, Inc., a Texas nonprofit corporation, hereby certifies on behalf of the Association that this Document Retention Policy was duly adopted by the Board of Directors of the Association in a meeting of the Board held on April 29, 2023, and shall take effect upon its recording in the Official Public Records of Hood County, Texas.

DECORDOVA RANCH  
PROPERTY OWNER'S  
ASSOCIATION, INC.,  
A Texas nonprofit corporation

By:   
Michael Covert, Secretary

STATE OF TEXAS                   §  
COUNTY OF HOOD               §

This instrument was acknowledged before me on May 3, 2023, by Michael Covert as Secretary of DeCordova Ranch Property Owner's Association, Inc., a Texas nonprofit corporation, on behalf on said nonprofit corporation.



  
NOTARY PUBLIC, STATE OF TEXAS