

**Document Retention Policy**

Davis Mountains Property Owners Association, Inc.  
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Davis Mountains Resort (DMR),  
a residential subdivision in Jeff Davis County, Texas

In accordance with Chapter 209, Sec. 209.005 of the Texas Property Code, the Davis Mountains Property Owners Association, Inc. (the "Association") adopts the following document retention policy.

1. Certificates of formation, bylaws, restrictive covenants and all amendments to the certificates of formation, bylaws and restrictive covenants shall be retained permanently.
2. Financial books and records shall be retained for seven (7) years.
3. Account records of current owners shall be retained for five (5) years.
4. Contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term.
5. Minutes of the meetings of the members and the board shall be retained for seven (7) years.
6. Tax returns and audit records shall be retained for seven (7) years.

A member of the Davis Mountains Property Owners Association, Inc. may have access to or copies of the above books and records as entitled under Sec. 209.005 of the Texas Property Code and as provided in the Records Production and Copying Policy of the Davis Mountains Property Owners Association, Inc.

Approved April 13, 2013  
by the Board of Directors of the  
Davis Mountains Property Owners Association, Inc.

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Charles R. Smith, President

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Marti Fellers, Secretary

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