

APPLICATION FOR MEMBERSHIP

COLLEGE OF COMMUNITY ASSOCIATION LAWYERS  
CCAL

**Application Deadlines: June 30 and September 30**



Dear Community Association Lawyer:

Congratulations on taking the step toward becoming a fellow of the College of Community Association Lawyers (“College” or “CCAL”). The Membership Committee, comprised of CCAL fellows from several states, welcomes your application. We prepared these remarks to assist you in putting forth the strongest possible application and to provide insight into the criteria considered important for favorable consideration.

Membership in the College reflects that an attorney has demonstrated a strong commitment to the practice of community association law in four specific ways: first, that the applicant has practiced ethically and with respect for colleagues and the profession; second, that the writings and publications submitted in the application reflect superior legal research and writing and a recognition of that superior work by peer organizations; third, that the applicant has shown a willingness and ability to effectively teach and give presentations on a range of topics to CAI affiliated groups and events and other professional organizations relating to the practice and law of community association operations; and, fourth, that the applicant has made a significant contribution to community association law through advanced participation in professional organizations including, where possible, those involved in analyzing community association law, cases, and legislation.

Not everyone who submits an application will be invited for admission on the first attempt or perhaps after that. There are many fine lawyers with excellent reputations who may not meet the criteria needed for CCAL membership. Beyond ethics, strong analytical and writing skills, substantial depth of experience and the ability to teach, CCAL fellows also must demonstrate leadership, a commitment to CAI itself and to the advancement of the legal principles and practical tools necessary for our organization and its members – directors, managers and owners – to thrive.

We thank you for your interest in the College and look forward to receiving and thoughtfully considering your application.

Sincerely,

Daniel J. Miske  
Husch Blackwell LLP  
Chair, CCAL Membership Committee  
Fellow, CCAL

**Application Deadlines: June 30 and September 30**

# COLLEGE OF COMMUNITY ASSOCIATION LAWYERS

# CCAL

## APPLICATION INSTRUCTIONS

1. Before completing, carefully review all “Eligibility Requirements” and this application.
2. Type or print all answers in blue or black ink.
3. Attach extra sheets of paper for requested information but the total application is strictly limited to 150 pages, including attachments.
4. Summary indexes of your work should be provided at the front of the application. The title should be hyperlinked to the corresponding exhibit. Exhibits to submissions should be placed at the end following the application.
5. Be accurate and thorough in completing this application. CAI may reject any application which makes false or misleading statements or fails to disclose relevant facts and information.
6. The application fee must accompany the application and be may paid by check or money order payable to CAI or by Visa, MasterCard, Discover, or American Express credit cards are also accepted (see payment page).
7. The application must be updated following submission if there are changes or circumstances that make the application incomplete or inaccurate.

## GENERAL INFORMATION

CCAL applications are reviewed by the Membership Committee (Committee) comprised of CCAL fellows around the country. This peer-review process is thoughtful and thorough. The guidance offered here is intended to help you prepare a successful application.

CCAL applicants must meet all Eligibility Requirements. Applicants are asked to substantiate their candidacy in three areas:

1. Writings and Publications (see Section II of the application)
2. Teaching and Instruction (see Section III of the application)
3. Professional Involvement and Legislative Activities (see Section IV of the application)

Your application should include a clear summary of activity for each section. You may refer to the section in the application for specific details regarding items considered acceptable and relevant in each of the substantive content areas.

**The application is limited to 150 pages and should be submitted in Adobe PDF format.** The Adobe PDF must be well organized and include hyperlinks and/or bookmarks within the document. To meet the 150-page limit you should not attach any material more than once, but instead identify each program or organization where your material was presented (demonstrating that the material warranted respect by more than one organization). If you have very long treatises or books, you can provide the table of contents (or even a selected chapter) and indicate where the entire work can be obtained.

## **SUPPORT FOR COMMUNITY ASSOCIATIONS INSTITUTE (CAI)**

CCAL is an organization sponsored by and supportive of CAI. While activities for other organizations are considered, the Committee expects applicants to have demonstrated a long-standing commitment to advancing the interests of CAI and adding to the professionalism and knowledge of its members.

## **EMPHASIS ON COMMUNITY ASSOCIATION LAW AND PRACTICE**

Throughout this application we have used the phrase “Community Association Law” to refer to the substance and practice of community association law, governance, and management and the creation of serious, substantive and qualitatively superior publications, written materials, and speeches. The Committee is willing to consider publications and speeches created for any purpose, but majority of the publications must have been created for a purpose other than primarily for marketing to clients or primarily for use on firm websites, blogs, webinars, or similar venues. Publications created primarily for marketing to clients or for firm websites, blogs or webinars must be identified as such in the application. CCAL members are those whose contributions go beyond marketing and whose efforts enhance CAI and the community association housing model.

## **ELIGIBILITY REQUIREMENTS**

**CCAL attorneys must be preeminent in the practice of community association law. To reach that standard, CCAL considers the following in determining who will be admitted:**

1. Submit the required fee, one (1) completed written application with supporting materials, and one (1) submitted electronically ([government@caionline.org](mailto:government@caionline.org)) which shall include the materials, arranged in Adobe PDF, ordered by labeled bookmarks, dividers or hyperlinks that follow a complete table of contents of all materials submitted. Label all attachments and bookmarks clearly. Applications may be submitted at any time but are reviewed twice a year with a submission deadline of June 30 for summer applicants and September 30 for winter applicants.
2. Have a minimum of eight (8) years legal practice with a demonstrated concentration in community association law, five (5) of which must immediately precede the date of application.
3. Applicant must have an outstanding reputation for excellence and integrity in the practice of law;
4. Applicant must exemplify the highest standards of honesty, professional integrity, civility and commitment to their clients, the profession and the community association industry. (All prior incidents of professional discipline will be considered in the admission process and must be disclosed by the applicant);
5. CAI membership in good standing;
6. Attendance at three CAI Law Seminars in the last ten years, with one in the last three years;
7. Demonstration of significant leadership and involvement in community association law by doing at least the following:
  - a. Speaking to the public and nonclients on the subject of community association law (while speaking to clients may be important for your practice, it alone will not be sufficient to meet this requirement);
  - b. **Scholarly** writings on the subject of community association law in any publicly available format;

- c. Volunteering time and energies to the community association industry; and
  - d. Providing 500 words or less on why you believe you should be admitted as a Fellow in the College of Community Association Lawyers.
8. Renew Fellowship yearly by paying the membership fee, providing annual disclosure to the CCAL Board of Governors, including disciplinary actions or proceedings initiated, pending, or complete.

### **ADMISSION AND INDUCTION**

After the Committee completes its review, its recommendations will be sent to the CCAL Board of Governors for a final determination on each application submitted. Those who are admitted will be inducted at the next scheduled CAI Law Seminar and acknowledged at the CAI Annual Conference held thereafter.

**SECTION I. APPLICANT INFORMATION & ELIGIBILITY**

(Please print)

CAI MEMBER #: \_\_\_\_\_ *(Business Partner Membership required for member rate)*

FULL NAME \_\_\_\_\_ CURRENT TITLE \_\_\_\_\_

FIRM \_\_\_\_\_

OFFICE ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

(Please indicate if this is an address change)

I certify as follows (if necessary, you will be contacted for more information):

Are you licensed to practice law in good standing in the highest court of the state, province or jurisdiction in which you practice?	YES	NO
Do you have a minimum of eight years legal practice with a demonstrated concentration in community association law?	YES	NO
Do you have five years of legal practice with a demonstrated concentration in community association law immediately preceding this application?	YES	NO
Does community association law constitute at least 50% of your current practice?	YES	NO
Are you a member of CAI?	YES	NO
Have you attended at least three CAI Law Seminars in the last ten years, with one in the last three years?	YES	NO
Have you been reprimanded, censured, or placed on probation by a professional or licensing organization?	YES	NO
Are you currently the subject of a disciplinary action by a professional or licensing organization?	YES	NO
Have you been involved as a debtor in reorganization for the benefit of creditors in bankruptcy?	YES	NO
Have you been convicted of fraud, misrepresentation, or misappropriation of funds or property?	YES	NO
Have you been convicted of a felony or misdemeanor (other than minor traffic violations)?	YES	NO
Has your law license ever been suspended or revoked?	YES	NO

## SECTION II. WRITINGS AND PUBLICATIONS

(MAXIMUM OF 5 POINTS FOR THIS SECTION)

Applicants to the College are expected to have published writings related to Community Association Law. Acceptable writings will reflect a broad legal or educational purpose affecting the bar, community association management or governance and must be the original product of the applicant. While there is no specific number of publications or pages required, the candidate should demonstrate leadership in the field of Community Association Law through the quantity and quality of their published works.

The Committee seeks substantive legal writings relating to Community Association Law. It values articles published in CAI publications but recognizes that such articles are frequently limited by the publisher in length and are generally directed to lay audiences. A lengthy bar journal publication will receive more weight than one or more short CAI chapter magazine articles. In-house publications (blogs, website postings, email-blasts, etc.) will be considered but must be identified as such and cannot be the majority means of publication. The Committee seeks writings which when reviewed are considered worthy of publication by a third party not in the control of the applicant or its law firm.

Examples of Acceptable Publications:

- Substantive articles for CAI publications
- Articles for CAI Law Seminar
- Amicus curiae briefs for CAI or other industry groups
- Articles published for state approved CLE presentations
- Articles for state bar publications
- Law review articles
- Firm newsletter articles
- Firm/self-published blogs

Examples of publications not considered:

- Materials published for clients

The Committee strongly recommends using the following chart for summary of writings/publications or [click here for a template](#).

### Writings/Publications

<u>Title</u> (Link to publication)	<u>Date</u>	<u>Length of Publication</u>	<u>Publisher</u>	<u>% contribution</u>
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*Attach writings at the end of the application as necessary. Copies of writings must be furnished.*

### SECTION III. TEACHING AND INSTRUCTION

(MAXIMUM OF 5 POINTS FOR THIS SECTION)

Applicants to the College are expected to have taught numerous educational courses or sessions relating to Community Association Law. The quantity as well as the quality of teaching should reflect leadership among the community association bar. Teaching in a variety of contexts may satisfy this requirement.

Examples of Acceptable Presentations:

- CAI Law Seminar
- CAI Annual Conference
- Local CAI chapter presentations
- State approved CLE presentations
- Presentations to other industry groups (e.g., title industry, real estate brokers)
- College course presentations

Examples of presentations **not** considered

- Firm sponsored webinars, seminars or events (this does not apply to events at which the firm is one of multiple sponsors)
- “Lunch and Learn” and similar presentations and workshops. If you have prepared a paper in conjunction with a presentation, but the paper was not published by the organization for which you presented, you may include it in this section.

**Note:** Please note that while presentations for firm-sponsored events are not considered in the review process by the Membership Committee, the Committee does not intend to imply that such programs are not a valuable component of an attorney’s career. However, the Committee seeks evidence that third parties are interested in presented material from an attorney for their programs. Many community association attorneys participate in firm-sponsored events for board members and many also regularly visit management companies and make presentations. These are marketing events that contribute to the building of the attorney’s practice and are valuable in furthering the attorney’s career but are not considered relevant to consideration for membership in CCAL.

The Committee strongly recommends using the following chart for summary of Teaching and Instructing or [click here for a template](#).

#### Teachings

<u>Topic or Subject</u>	<u>Event</u>	<u>Length of Program</u>	<u>Audience</u>	<u>% contribution</u>
(Link to written materials, if any)				

**If you choose to include in your attachments a copy of a PowerPoint presentation, make sure the presentation is printed in at least six (6) slides per page format.**

***Attach separate sheet(s) to the end of the application as necessary. Substantial papers presented in connection with teaching should also be furnished.***



## SECTION IV. PROFESSIONAL INVOLVEMENT, LEGISLATIVE ACTIVITIES

(MAXIMUM OF 5 POINTS FOR THIS SECTION)

Applicants to the College are expected to have participated in professional and community association-related organizations. In addition, applicants are encouraged to have participated in the legislative activities involving community association issues. A variety of activities may satisfy this requirement, so long as they demonstrate significant leadership and participation.

**Professional Involvement:** Please do not list organizations where the extent of your involvement is to pay an annual membership fee. The application should reflect leadership roles or other substantive involvement with the sponsoring organization such as serving as an officer of a state bar or similar committee. If you are not an officer, but have performed substantive work for the committee (as, for example, by doing an in-depth analysis of legislation, law or cases), as opposed to a member who only attends meetings or receives a newsletter, please list the type of work involved and if applicable attach a sample under Section II above.

CCAL encourages active participation in local or national CAI boards/committees. The Committee recognizes that everyone may not have the opportunity to serve on their local Chapter board of directors, but most Chapters have committees where participation in a leadership role will be possible. If it is not possible, there might still be opportunities to provide substantive analysis to the board or chapter concerning Community Association Law and to explain that contribution on the application.

**Legislative Activities:** CAI relies heavily on volunteers in the area of legislative activity. Ideally, an applicant has served on a state's CAI Legislative Action Committee as an officer or otherwise providing substantive analysis and advice. For example, if you individually or in concert with a smaller group of the Legislative Action Committee drafted a bill, drafted proposed modifications to a bill, and/or testified at a hearing on a bill, please provide that information. The Committee recognizes in some areas of the country it will not be possible for an applicant to have served on a legislative action committee and if that is the case please indicate so.

In some states, the state bar real estate counsel or other body associated with a state bar, just as the CAI Legislative Action Committee for the state, reviews legislation. If the bar committee on which you participate assigns a number of bills to each person to review, present and recommend action (e.g., no action/action/or monitor) or if you testify at legislative hearings, that is considered substantive work and is applicable to show both professional involvement and legislative activities.

The Committee strongly recommends using the following chart for summary of professional and industry involvement or [click here for a template](#).

### Professional Involvement

<u>Dates of Involvement</u>	<u>Committee</u>	<u>Sponsoring Organization</u>	<u>Leadership Position</u>
(Link to written materials, if any)			

**Applicant Certification**

I certify that all information submitted is true, correct, and complete. If accepted into the College, I will adhere to the policies, procedures and renewal criteria as adopted by CAI and the CCAL Board of Governors.

I shall not represent myself as a member of CCAL until such time as I receive written confirmation of my admission.

I shall supply such additional information as requested by CAI or CCAL and shall supplement this application as necessary to ensure that it is true, correct, and complete. I shall pay annual fees as set by CAI or CCAL. I agree that CAI or CCAL may censure, suspend, revoke or otherwise terminate my application or membership and that such action may be disclosed to the members of CAI, CCAL, or the public.

I waive and forever release all claims and demands or causes of action that I may have now or in the future against CAI or CCAL, or their officers, boards, members, or employees in awarding or failing to award CCAL membership or in censuring, suspending or revoking the CCAL membership. I agree that the exclusive venue for any action brought against CAI or CCAL shall be the courts of the Commonwealth of Virginia.

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Applicant Signature                      Date

**PAYMENT INFORMATION**

CCAL APPLICATION FEE: \$325

ENCLOSED IS CHECK (**PAYABLE TO CAI**) #-----IN THE AMOUNT OF \$-----

PLEASE CHARGE MY CREDIT CARD:

VISA  MASTERCARD  AMEX  DISCOVER IN THE AMOUNT OF \$-----

CREDIT CARD NUMBER-----EXP. DATE-----

BILLING ADDRESS-----

CITY/STATE/ZIP-----

CARDHOLDER NAME-----

SIGNATURE-----

*The non-refundable CCAL application fee is due in full with this application. Please do not combine this payment with any other fees or amounts.*

**Please send completed application and fee to:**

College of Community Association Lawyers

Community Associations Institute

[government@caionline.org](mailto:government@caionline.org)

If you would like to use a check for payment, please include a copy of the check with the emailed submission and mail a copy of the check to the address below:

College of Community Association Lawyers

Community Associations Institute

6402 Arlington Blvd., Suite 500

Falls Church, VA 22042

Phone: (888) 224-4321

Website: [www.ccalonline.org](http://www.ccalonline.org)