



Dear Community Association Lawyer:

Congratulations on taking the step toward becoming a fellow of the College of Community Association Lawyers (“CCAL” or “College”). 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:

1. The applicant has **practiced ethically** and with respect for colleagues and the profession;
2. The **writings and publications** submitted in the application reflect superior legal research and writing and a recognition of that superior work by peer organizations;
3. 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
4. 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, Esquire
Husch Blackwell LLP
Chair, CCAL Membership Committee
Fellow, CCAL

APPLICATION FOR MEMBERSHIP



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 such extra sheets of paper for the requested information, but limit the amount of the attachments to 150 pages.
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. Payment is due with the application fee must accompany the application and may be paid by check or money order payable to CAI or Visa, MasterCard, Discover and American Express 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 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 can 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 articles, written materials and speeches. This phrase does not include articles, written materials or speeches created primarily for marketing purposes or primarily for use on firm websites, blogs, webinars or similar venues. We imply no judgment about marketing presentations but CCAL members are those whose contributions go beyond marketing and whose efforts enhance CAI and the community association universe.

ELIGIBILITY REQUIREMENTS

1. Submit the required fee, one (1) completed written application with supporting materials, and one (1) submitted electronically (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 seven (7) years legal practice with a demonstrated concentration in community association law, five (5) of which must immediately precede the date of application.
3. Be a member of CAI and have attended at least one CAI Law Seminar within the last five (5) years.
4. Have demonstrated significant leadership and involvement in the provision of legal services to community associations through the attainment of 12 out of a possible 15 points in the graded categories on the application.
5. Renew membership annually by paying an annual maintenance fee in November of each year.
6. Provide an annual disclosure to the CCAL Board of Governors, in the form designated by the Board, including any disciplinary actions or proceedings initiated, pending, or completed during the reporting year.

ADMISSION AND INDUCTION

After the Committee completes its review, its recommendations will be sent to the Board for a final determination on each application submitted. Those who are admitted will be inducted at the next scheduled Law Seminar and acknowledged at the CAI National 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 seven 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 one CAI Law Seminar within the last 5 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 articles 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. Thus, these types of articles are not given as much weight as more legally substantive publications. Thus, a lengthy bar journal publication will receive much more weight than one or more short Chapter magazine articles. In-house publications (blogs, website postings, email-blasts, etc.) will not be considered at all. The Committee seeks writings which have been received and recognized as worthy of publication by a third party not in the control of the applicant or its law firm.

Note: While writings for firm sponsored events or media are not considered in the review process by the Committee, it does not intend to imply that such programs are not a valuable component of an attorney's career.

Examples of Acceptable Publications:

- Substantive articles for national or local CAI publication
- Articles for CAI Law Seminar
- Amicus Briefs for CAI or other industry groups
- Articles published for state approved CLE presentations
- Articles for state bar publications
- Law Review articles

Examples of publications not considered:

- Firm newsletter articles
- Firm/self-published blogs
- Materials published for clients

Please use the following chart for summary of writings/publications:

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 National Seminar
- 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.

Please use the following chart for summary of Teaching and Instructing:

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 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.

Please use the following chart for summary of professional and industry involvement:

Professional Involvement

<u>Dates of Involvement</u>	<u>Committee</u>	<u>Sponsoring Organization</u>	<u>Leadership Position</u>
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(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.

Applicant Signature Date

PAYMENT INFORMATION

CCAL APPLICATION FEE: \$325

ENCLOSED IS CHECK # _____ IN THE AMOUNT OF \$ _____ PAYABLE TO CAI.

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

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.caionline.org