

JOB TITLE: Transactional/HOA & Condo Attorney

FLSA: Exempt

SUMMARY: This attorney performs a variety of transactional matters for homebuilder and developer clients with respect to formation and maintenance of homeowners' associations and condominium associations, preparation of homebuyer disclosure documents, and other community development matters, and maintains considerable contact with clients.

ESSENTIAL RESPONSIBILITIES:

- Provide representation to homebuilders and developers regarding homeowner, condominium and community associations.
- Responsible for preparing, recording and filing organizational documents related to homeowner, condominium, and community associations (Declaration, Bylaws, Articles of Incorporation, Rules and Regulations, etc.).
- Prepare and record easements, maintenance agreements, and other similar instruments relating to developments.
- Review plats, plans, title, and other due diligence documents in order to prepare community, homeowner, and/or condominium association documents.
- Review and analyze provisions of contracts pertaining to homeowner, condominium, and/or community associations.
- Draft and finalize retail sales disclosure packages and addenda for distribution by client to its contract purchasers, including those required by the HOA or Condominium Acts.
- Prepare, record, and analyze declarations pertaining to deferred water and sewer charges or front foot benefit charges.
- Maintain strong knowledge of statutes affecting homeowner, condominium, and community associations, perform legal research as needed, and advise client on related issues.
- Perform other related duties as assigned.

QUALIFICATIONS AND SKILLS:

- License to practice law in Maryland or ability to become licensed in Maryland; strong preference for at least 4 years of transactional experience in some or all of the following areas: homeowners associations, condominium associations, real estate, corporate governance, contract review, fair housing.
- Strong writing skills, including ability to draft contracts and related legal documents in a clear and concise manner. Experience drafting and negotiating contracts for the sale and purchase of commercial real estate is favored but not required.
- Analytical skills necessary to conduct complex/detailed analysis of legal matters.
- Interpersonal skills necessary to communicate with a diverse group of clients, attorneys, and staff and provide information with ordinary courtesy and tact.
- Strong organization skills and ability to multi-task, in order to track and maintain multiple ongoing tasks for various projects.
- Strong computer skills