

**Position Title:** General Counsel  
**Department:** Legal Department  
**Reports To:** Chief Executive Officer

This position provides legal support to the company with primary focus on real estate transactions, by reviewing and preparing legal documents, organizing files and managing projects independently. This position will work strategically with the CEO and other senior level decision makers to ensure they make well informed decisions on running and growing the business.

### **Duties and Responsibilities**

- A. Conducts research, and drafts documents based on needs of the company.
- B. Assumes responsibility for negotiation and drafting of collateral lease documents including estoppel certificates, subordination and non-disturbance agreements (SNDAs) and lease amendments.
- C. Provides counsel and guidance on managing existing tax credit (Section 42) units and provides guidance on additional tax credit units in the pipeline.
- D. Prepares and assembles originals of legal documents including legal descriptions, purchase agreements, leases requested by property managers, covenants, easements, contracts, closing documents, financing documents, home owners association documents.
- E. Prepares platting documents and may work with the Land Development Department in facilitating development agreements.
- F. Works with outside lenders on loans and associated documents as directed by the chief financial officer.
- G. Acts as liaison with designated outside counsel and their staff on transactional and litigation matters.
- H. Organizes and processes incoming files. Tracks project completion dates and monitors document execution. Significant interaction between several departments within the organization.
- I. Manages insurance renewals, rate negotiations and claims matters.
- J. May actively participate in the negotiation of lease documents.
- K. Drafts syndication documents in compliance with SEC requirements.

- L. Manages stockholder records including transfers
- M. Manages property tax protests and appeals
- N. Manages litigation and prepares report for quarterly board of directors meeting
- O. Responsible for managing Legal Department and protecting the Company interests.
- P. Other duties as assigned.

**Special Requirements**

- Admitted to practice law in the state
- Minimum eight to twelve years of legal/real estate experience
- Ability to read plat maps and understand legal descriptions
- Proficient with Microsoft Office Suite required, Access experience a plus
- Excellent organizational and communication skills
- Excellent research and writing skills and ability to understand complex factual and legal issues
- Ability to multitask and meet deadlines under pressure
- Positive attitude and teamwork mentality required