



# ALTERNATIVE DISPUTE RESOLUTION (ADR) BASICS

The New Jersey chapter of Community Associations Institute is proud to offer an Alternative Dispute Resolution (ADR) – Mediation Program to CAI-NJ members as an exclusive benefit.

## What is ADR?

The CAI-NJ ADR-Mediation Program is designed as an alternative to the traditional justice system. It includes negotiation and mediation with a third party. This service is offered to parties who live or work in community associations. Community associations are required by state law to offer homeowners, a “fair and efficient” alternative to litigation.

## How does ADR work?

ADR involves a mediation conference where the disputing parties meet with a mediator on a voluntary basis to talk about the problem and attempt to reach an agreement. The mediator is selected by CAI-NJ and assists them in arriving at a solution, but does not impose a decision. The mediator helps the parties look at all aspects of the issues and explore what may be acceptable to both parties as a resolution.

## What are the benefits of ADR through CAI-NJ?

The CAI-NJ ADR Program will most likely be less expensive than the normal judicial process because it is a one-time fee rather than court costs and undetermined legal fees. Also, mediation is a confidential process unlike court cases that are adjudicated in public session. Many mediated disputes only require one session to resolve, and those sessions can be scheduled quickly. A filed court case may take months or years to resolve.

## WHO ARE THE CAI-NJ MEDIATORS?

Our mediators are certified mediators on file at the CAI-NJ office. The mediators are either an attorney with practical experience in community association law, or a trained professional (including community managers, community association volunteer leaders and industry business partners) who have completed a training course specifically designed for mediations involving common interest communities. CAI-NJ does not provide a list of mediators. Mediators are assigned based on many factors including experience, location, and availability.

## WHAT IS THE PROCESS TO REQUEST ADR - MEDIATION SERVICES?

The CAI-NJ ADR Mediation Program is an exclusive benefit for CAI-NJ members only. To be eligible for the program a minimum of three board members from the association must have current CAI-NJ memberships. The fee is \$300 for two hours of ADR – Mediation and is nonrefundable once a mediator has been assigned. Once the ADR – Mediation Request Form has been completed in full with payment and submitted to CAI-NJ a mediation will be assigned. The parties will be contacted by the mediator.

# ALTERNATIVE DISPUTE RESOLUTION (ADR) - MEDIATION SERVICE REQUEST FORM

**PLEASE COMPLETE THIS FORM ON YOUR COMPUTER IN FULL AND RETURN WITH PAYMENT TO CAI-NJ.**

The parties listed below have agreed to submit their dispute to mediation through arrangements made by the CAI-NJ Alternative Dispute Resolution Program. The date, time and location of mediation will be determined by the mediator. Please include any and all supporting documentation along with this form. The fee for ADR – Mediation is nonrefundable.

Neither Community Associations Institute (CAI), nor the New Jersey chapter (CAI-NJ), nor any representative of CAI or of the New Jersey chapter of CAI, nor the CAI-NJ ADR Program, nor any representative, panelist, or neutral party administering or serving in a proceeding arranged through the CAI-NJ ADR Program, 1) is a necessary party in judicial proceedings relating to the mediation or to the dispute referred to mediation, nor 2) shall be liable to any party for any act or omission in connection with this service.

## CONTACT INFORMATION:

### Association Name & City: \_\_\_\_\_

### Party One:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
EMAIL NEEDED: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Party Two:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
EMAIL NEEDED: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Association Attorney Information:

Name: \_\_\_\_\_  
Firm Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### Association Manager Information:

Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### CAI-NJ Member Board Members:

Member Name (1): \_\_\_\_\_  
CAI-NJ Member #: \_\_\_\_\_  
Member Name (2): \_\_\_\_\_  
CAI-NJ Member #: \_\_\_\_\_  
Member Name (3): \_\_\_\_\_  
CAI-NJ Member #: \_\_\_\_\_

**ADR - Mediation Service Fee: \$300 for CAI-NJ Members Only\***  
\*To be eligible for the program a minimum of three board members from the association must have current CAI-NJ memberships.

If your association **does not** currently fulfill the membership requirement, and you wish to participate in the ADR/Mediation program, contact the CAI-NJ Office at: [info@cainj.org](mailto:info@cainj.org). The annual cost for membership is \$295 for 3 - 15 board members.

## PAYMENT OPTIONS:

1. Pay by check. Mail completed form and payment to:  
CAI-NJ Attn: ADR Program  
500 Harding Road  
Freehold, NJ 07728
2. Pay by credit card. Please fill out credit card information below and fax or completed form to 609-588-0040 or email to [ADR@cainj.org](mailto:ADR@cainj.org).

### CREDIT CARD INFORMATION

Cardholder name: \_\_\_\_\_  
Card #: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_ Security code : \_\_\_\_\_

Cardholder signature: \_\_\_\_\_  
\*Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth in the cardholder's agreement with issuer.

For more information contact: (609) 588-0030 or email: [ADR@cainj.org](mailto:ADR@cainj.org).