



FEE SCHEDULE

Mediation & Arbitration Fees

What you'll pay, broken down for each service. Per side, transparent, no hidden costs.

EFFECTIVE May 21, 2026

How fees work

Every HOA ADR matter has two fee components: an administrative fee (charged once at filing) and neutral compensation (charged hourly, with a minimum number of hours). Each party pays their own fees separately.

Fees vary by service type and whether the proceeding is virtual or in-person. The full schedule is on the next page. After you submit an intake request, your coordinator calculates the exact fee for your matter and sends a payment link.

PER SIDE BILLING

Both the initiating party and the responding party pay their own fees. If a governing document requires arbitration and one side won't pay, the other may pay both shares to keep the matter moving — and recover the unpaid fees as part of the eventual award.

Service fees

Each row shows the per-side admin fee, hourly rate, and minimum hours billed. Hearings beyond the minimum are billed at the hourly rate.

Service	Admin Fee	Hourly Rate	Minimum
Mediation	\$125	\$250/hr	4 hours
Virtual Arbitration	\$200	\$300/hr	4 hours
In-Person Arbitration	\$200	\$350/hr	4 hours
Document-Only Arbitration	\$200	\$1,000 flat	—

The amounts above are the minimum each party pays at filing. Total cost depends on the actual time required and any travel expenses for in-person matters.

Per-side minimum totals

What you'll pay at filing for each service, before any time is billed beyond the minimum.

Service	Per-side total at filing
Mediation (\$125 + 4hr × \$250)	\$1,125
Virtual Arbitration (\$200 + 4hr × \$300)	\$1,400
In-Person Arbitration (\$200 + 4hr × \$350)	\$1,600
Document-Only Arbitration (\$200 admin + \$1,000 flat)	\$1,200

Note on document-only arbitration.

Document-only arbitration is the mandatory procedure for any arbitration in which the Principal Annual Assessment(s) in dispute total \$7,500 or less. Parties cannot elect a hearing-based procedure for cases meeting this threshold, though the arbitrator may convert to a hearing if there is good cause (see Rule 5.4(a) of the HOA ADR Rules and Procedures). The \$1,000 arbitrator fee is a flat fee covering all time in the document-only proceeding, including any supplemental briefing the arbitrator requests. If converted to a hearing, parties pay the fee differential to the applicable hearing-based structure plus any hourly fees that accrue during the hearing phase.

Fee details

When fees are due

Initiating party. The administrative fee is paid at the time of filing the Request for Mediation or Demand for Arbitration. The 4-hour minimum is paid before the preliminary conference with the appointed neutral.

Responding party. The administrative fee is paid with the response to the Request or Demand. The 4-hour minimum is paid before the preliminary conference, same as the initiating party.

If one party doesn't pay

If a community's governing documents require arbitration, or all parties to the dispute have signed an agreement requiring binding alternative dispute resolution services, and one side fails to pay the required minimum fees after reasonable notice, the non-defaulting party may pay the missing fees to keep the proceeding moving. The arbitrator's award will then include the unpaid fees as part of what's owed by the defaulting party.

Travel costs (in-person only)

If the arbitrator must travel to a location other than HOA-ADR offices, reasonable travel expenses are divided equally between the parties. Travel costs do not apply to virtual proceedings.

Fee allocation in the award

The amounts shown in this schedule are what each party pays at filing. The arbitrator may, in the final award, allocate fees and costs differently — based first on the governing documents, and if those are silent, on the outcome and the parties' conduct during the proceeding. The minimum fees paid up front are what protects the integrity of the process; the final allocation is determined by the result.

Hearings beyond the minimum

All proceedings have a 4-hour minimum. If the matter resolves in less time than the minimum, fees are not refunded. If the matter requires more time, the additional time is billed at the published hourly rate, with both parties paying their share.

QUESTIONS ABOUT FEES?

Email hello@hoa-adr.com before filing if you have questions about whether your matter qualifies for a particular service, how the per-side billing works for your specific situation, or whether expedited procedures may apply (disputes of \$15,000 or less).

How fees fit into the process

Fees are charged at three points in the matter — filing, before preliminary conference, and post-hearing for hearings exceeding 4-hour minimum. The full procedural rules are in the Rules and Procedures document, but here is the fee timeline at a glance:

When	What's due
At filing	Administrative fee (initiating party)
Within 10 days of service	Administrative fee (responding party)
Before preliminary conference	4-hour minimum (both parties, separately)
If hearing exceeds 4 hours	Additional time billed hourly (both parties)
After award	Reallocation per the arbitrator's order, if any

This schedule is an excerpt from the HOA-ADR Rules and Procedures. For the complete rules — including the procedural framework, evidentiary standards, and award process — see the Rules and Procedures document.