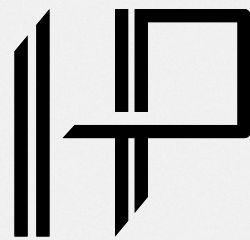


Community Schemes

2025



HEERSCHOP PIENAAR

ATTORNEYS | NOTARIES | CONVEYANCERS



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About us

| Our Firm

Heerschop Pienaar Incorporated Attorneys is a dynamic and results-oriented law firm with a proud track record of delivering specialised legal services to Community Schemes across South Africa. With years of hands-on experience, we understand the unique challenges faced by bodies corporate and homeowners' associations and are committed to delivering practical, tailored legal solutions.

Our attorneys are highly skilled in Community Scheme law and approach every matter with professionalism, precision, and a deep understanding of the sector. We take time to listen, assess, and act in accordance with each client's goals, whether resolving a dispute, collecting arrears, or ensuring regulatory compliance.

At HP Inc., we pride ourselves on building long-lasting relationships based on trust, transparency, and consistent results. We consider every client a long-term partner and strive to ensure that each interaction reflects our firm's core values of integrity, responsiveness, and service excellence.

HP Inc. is proud to be an affiliated member, and representative, of the National Association of Managing Agents. We frequently conduct training events and conferences for NAMA, as well as authoring materials and publications to guide stakeholders nationwide. HP Inc. has represented NAMA, and its members as a whole, in high profile cases of industry wide importance, and we shall continue to do so unwaveringly.

About us (Continued)

Our Mission



Offer the highest standard of professional legal service to our clients.



Continuously develop our human capital and individual expertise within the firm.



Grow HP from a now prominent firm in the legal sector, to the market leader in all law and legal related services.



Provide business solutions tailored to suit our client's needs.



| Our Core Services

At HP Inc., we offer a comprehensive range of legal services specifically tailored to the unique needs of community schemes and industry stakeholders. With a deep understanding of the legal and regulatory landscape governing sectional title schemes and homeowners' associations, we provide strategic support that is both practical and proactive.



Our service offerings to community schemes and industry stakeholders include, but are not limited to:

- ▶ Levy and contribution collections.
- ▶ Rule enforcement and compliance.
- ▶ Drafting and review of management and conduct rules.
- ▶ Trustee training and governance advisory.
- ▶ Legal opinions and regulatory guidance.
- ▶ Dispute resolution and litigation.
- ▶ Contract drafting and review.
- ▶ Assistance with AGMs and SGMs.

WE RECOGNISE THAT NO TWO SCHEMES
ARE THE SAME. THAT'S WHY WE TAKE A
CLIENT CENTRIC APPROACH.

Reporting

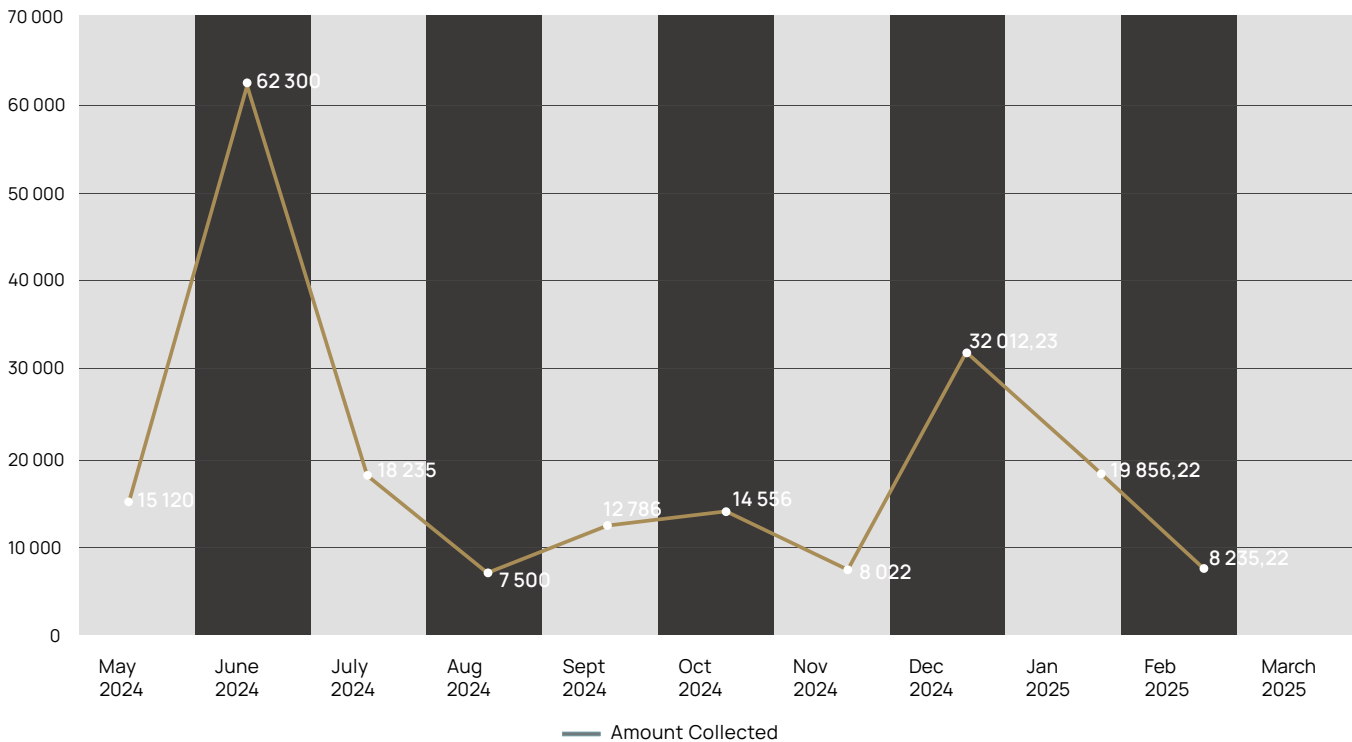
Transparency, accountability, and **client empowerment** are at the core of our service ethos.

We offer clear, detailed progress reports tailored to your preferred reporting frequency, whether monthly or fortnightly. Our reports outline the status of each matter with key data points, including:

- ▶ Important dates and deadlines.
- ▶ Handover and outstanding amounts.
- ▶ Current phase of the process.
- ▶ Relevant file notes and commentary.

In addition, we go beyond industry standards by including updates on amounts collected – a critical indicator of progress and success in arrear matters.

Levy Collections - Amounts Collected - Lavishing Lifestyle BC



Herewith an example of our Legal Progress Report :

FILE REF	MATTER	THEIR REF	INSTRUCTED	CLAIM AMT	LETTER OF DEMAND	SUMMONS	SUMMONS SERVED.	REQUEST FOR DEFAULT JUDGMENT	JUDGMENT GRANTED.	WARRANT OF EXECUTION	ACKNOWLEDGEMENT OF DEBT	RECEIPTS	LAST STAGE	LAST 3 FILE NOTES
ACA/0001	ABC BC// D.J. & K ABC-UNIT9	DIG001-S9	2024/07/20	R6 570,72	2024/07/20	2024/09/07	2024/09/14	2024/11/13	2024/12/01	2024/12/02		R6 479,00	0050: Warrant of Execution	2024/12/07 Awaiting issuing of Warrant 2024/12/04 Payment received from Debtor - R1,956,00 on 4/12/2020 2024/12/02 Warrant of Execution drafted and sent to court
ACA/0002	ABC BC// T.Z. ABC-UNIT21	FUD001-S21	2024/07/20	R7 098,30	2024/07/20	2024/08/07	2024/09/14	2024/10/13	2024/11/19	2024/12/02		R2 123,30	0050: Warrant of Execution	2024/12/08 Awaiting issuing of Warrant 2024/12/02 Warrant of Execution drafted and sent to court 2024/11/25 Payment received from Debtor - R2,123,30 on 25/11/2020
ACA/0006	ABC BC//K & J YCZUNIT50	DIG001-S9	2024/07/30	R15 709,65	2024/07/30							R15 709,65	0000: Letter of Demand	2024/11/06 Filed closed 2024/10/30 Debt settled in full, file to be closed as soon as legal fees are paid. 2024/10/30 Payment received from Debtor - R9,000,00 on 24/10/2020
ACA/0010	ABC BODY CORP//T PYM - UNIT 429	JFI001-S290	2024/09/02	R19 805,14	2024/09/02	2024/09/28	2024/10/07	2024/10/22	2024/12/01	2024/12/02		R12 854,30	0050: Warrant of Execution	2024/12/08 Awaiting issuing of Warrant 2024/12/02 Warrant of Execution drafted and sent to court 2024/12/01 Judgment Granted.
ACA/0013	ABC BODY CORP//PA ZX - UNIT 461	ATU001-S461	2024/09/17	R8 514,53	2024/09/17	2024/10/09	2024/10/27	2024/11/16				R1 793,18	0040: Request for Default Judgment.	2024/12/03 Default Judgment still with Magistrate 2024/11/16 Request for Default Judgment.
ACA/0015	ABC BODY CORP//C BERDA-UNIT 477	CHA001-S477	2024/09/18	R9 289,97	2024/09/18						2024/10/05	R11 000,00	0031: AOD Signed	2024/12/08 Follow up email sent for proof of payment due in November 2020. 2024/12/02 Payment received from Debtor - R5,000,00 on 2/12/2020 2024/10/28 Payment received from Debtor - R6,000,00 on 28/10/2020
ACA/0016	ABC BODY CORP//JF TRUST - UNIT 284	JFI002-S284	2024/09/18	R9 275,14	2024/09/18	2024/10/05	2024/10/23	2024/11/10				R1 821,56	0040: Request for Default Judgment.	2024/12/04 DJ still with Magistrate 2024/11/10 Request for Default Judgment. 2024/10/23 Summons Served.
ACA/0017	ABC BODY CORP// T.H ABC-UNIT 182	THA002-S182	2024/09/18	R10 490,54	2024/09/18							R7 345,25	0000: Letter of Demand	2024/12/11 Payment received from Debtor- R845,25 on 11/12/2020 2024/12/11 PAYMENT RECEIVED - (R845,25) 2024/12/08 Owner undertook to pay R7 345,25
				R86 753,99								R58 126,24		

Performance & Analytics

WE EMBRACE THE CONCEPT
OF OPPORTUNITY CREATION.



Herewith an extract of our undefended Magistrates’ Court KPI:

ITEM	DESCRIPTION	DAYS	CONSECUTIVE DAYS
1	Obtaining instruction and review of documentation provided	1	1
2	Contacting owner telephonically, drafting and transmission of letter of demand	1	2
3	Time for owner to respond to the LOD and/or to comply with demand ¹	14	16
4	Enquiring whether payment has been made, drafting of summons, sheriff’s letter and compiling court bundle	3	19
5	Delivering summons to court for issuing	3	22
6	Issuing of summons at Court ²	7	29
7	Delivery of summons to sheriff	1	30
8	Serving of summons by sheriff ³	10	44
9	Time for owner to defend the instituted action ⁴	10	54
10	Drafting default judgment, index and paginating Court bundle	2	56
11	Filing default judgment application	2	58
12	Obtaining judgment ⁵	45	104
13	Drafting warrant of execution	1	105
14	Delivering warrant to Court for issuing	2	107

1 Mandatory notice period.
2 This is the average period for the sheriff to receive the summons, register same, and serve same.
3 This number of days is a variable. It is dependent on the jurisdiction.
4 This number of days is a variable. It is dependent on the jurisdiction and the workload of the Courts.
5 Mandatory waiting period.

Fee Structure

We understand that cost certainty is essential when choosing a legal partner.

Our fee structure is designed to be transparent, fair, and aligned with the value we provide. We aim to offer competitive pricing while ensuring that our services remain accessible and sustainable for Community Schemes of all sizes.

Whether you are pursuing the recovery of arrears, seeking legal advice, or navigating regulatory compliance, our team will work with you to structure an approach that balances efficiency and cost-effectiveness.

If you require a customised solution or have questions about our fee structure, our team is ready to engage and assist.


HP Incorporated Contact Us


We welcome the opportunity to partner with your Community Scheme and provide the legal clarity, guidance, and support you need.


Whether you are a managing agent, scheme executive, or homeowner, we invite you to connect with our team and experience the HP Inc. difference: a proactive, responsive, and professional legal service tailored to your needs.

To learn more about how we can assist your scheme or to set up a consultation, please reach out using the contact details below. We look forward to hearing from you.


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CONNECTED TO CLIENTS.
COMMITTED TO SOLUTIONS.