



## AJ VAN RENSBURG INCORPORATED

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### TO WHOM IT MAY CONCERN

#### FIRM PROFILE: AJ VAN RENSBURG INC

AJ Van Rensburg Attorneys Inc., established, registered and incorporated in 2007, is a vibrant boutique law firm previously situated at Parkwood, Johannesburg and now based in Weltevreden Park Roodepoort.

Our convenient location allows practical and effective access to the Johannesburg High Court, the Constitutional Court and falls within the jurisdiction of the Randburg and Roodepoort Magistrate's Courts. Our firm's expansive network of excellent correspondents assists us effectively handling matters across the country and abroad.

AJ Van Rensburg Attorneys Inc. specializes in Community Residential Law, more specifically legal matters pertaining to Bodies Corporate, Common Law communal entities, Homeowners Associations created as Non-Profit Companies, Share Block Schemes and Associations created by the Land Use Proclamation Ordinance.

We currently provide professional legal services to approximately 400 (four hundred) Bodies Corporate and 72 (seventy-two) Homeowners Associations. The details of the homeowners' associations are set out hereinunder.

As from September 2012, we are the preferred legal service provider by both ARC (Association of Residential Communities) and CAISA NPC (Community Association Institute of South Africa NPC) and as such we have aligned ourselves in a close working relationship with both Associations and via these with the Community Schemes Ombud Service.

We understand and empathise with the various difficulties businesses and individuals face on a day-to-day basis and in extension to the legal services provided and the strain that the South African law processes can place on them.

Therefore, since the inception of AJ Van Rensburg Attorneys in 2007, our dynamic team has strived to provide our clients with the best legal services at the most competitive rates. We are able to accomplish this by, years of experience, maintaining excellent client relationships and aligning our services to our clients' individual needs wherefore our clients can depend on fast, tailor-made and effective results.

Our client base includes both domestic and international community residential scenarios, ranging from anticipated developments, young developments with a still active developer, to well established communities to be regulated.

### **Our People**

Our highly skilled, professional and motivated team aspires to provide prompt, effective and productive legal service to our clients on a cost-efficient basis.

We have a staff complement of 11 individuals dedicated to providing legal services to the client to collect arrear levies in a speedy and cost-effective manner and other legal professional services falling within our field of expertise. Our legally trained staff members have more than 37 (thirty seven) years of legal experience in Body Corporate, Homeowners Association as well as other residential community based related matters and are all inclusive of our hourly tariff.

Our experience ranges from standard levy collection services, settling written submissions for our clients in Community Scheme Ombud Services in alternative dispute resolutions applications filed at this forum to more complicated matters such as internal Dispute Resolution in Communal Residential legal structures. Recently our professional attorneys have been requested to act as independent chair for members' meetings which require for various reasons a presiding experienced person on the process to have it conducted fairly, efficiently and impartially and reach a resolution.

Our team consists of four qualified attorneys, two paralegals and one candidate attorney complemented by highly knowledgeable and skilled supporting staff members.

Our attorneys also specialise in corporate and commercial law with our main focus being Community Residential Law. Our mission is to ensure that both our professional and supporting staff stay abreast of the developments in their field in the Law and service our clients accordingly.

We also have a highly competent Conveyancer on our team being Ms Tracey Willims who not only assist with transfers but also in the registration of Notarial Deeds and often Town Planning related issues.

As AJ Van Rensburg Attorneys Inc. is passionate about the development and honing of legal skills, our firm is listed at universities and offers both developmental positions for candidate attorneys and sponsor academic prizes for top achievers and is often invited to purposeful participate and engage with legal academia.

## **SUMMARY OF OUR SERVICES**

### **Debt Collection Services:**

We pride ourselves on our genuine understanding of each of our clients' individual needs, wherefore we are able to effectively and efficiently provide them with tailor-made debt collection services at the most competitive rates. Our attorneys' comprehensive knowledge and considerable experience in debt collections include all types of clients, including but not limited to, Companies; Individuals; Bodies Corporate; Homeowners Associations and self- insured Transport Companies.

Some of our commercial clients include TransMac Transport (Pty) Ltd, Reinhardt Transport Group (Pty) Ltd, Chrome Carriers (Pty) Ltd, PH Projects (Pty) Ltd, Croc Crane Hire (Pty) Ltd, MacLabour CC, Strategix Technical Solutions (Pty Ltd and Controlgear (Pty) Ltd.

### **Property Law:**

Communal Residential Law being our specialty, we provide our clients with general legal assistance and legal guidance on complex legal disputes in respect of non-profit communal entities such as Homeowners Associations, either created as a Non-Profit Company ("NPC") or share block schemes or Homeowners Association created by the Land Use Proclamation Ordinance.

Our legal assistance to these Associations also includes, but is not limited to, normal levy collections for Bodies Corporate / Homeowners Associations, review of the Rules or Memorandum of Incorporation, to more complex issues such as dispute resolution in Communal Residential legal structures.

We further assist the Associations, as Non-Profit Companies, to draft their Memoranda of Incorporation (in substitution of their existing Articles of Association and Memoranda of Association) conforming to the provisions of the new Companies Act, Act 71 of 2008 where-after we assist them to duly accept the Memoranda of Incorporation at Special General Meetings and subsequently successfully lodge same with the Companies and Intellectual Property Commission ("CIPC") for approval resulting in a legally enforceable Memoranda of Incorporation.

The communal entities, such as Homeowners Associations, for which we have provided (and in most instances currently still provide professional legal services) include the following:

40 Homestead Avenue Estate Residents Association NPC (Bryanston);  
Baronetcy Home Owners Association (LUPO development) – Parow Cape Town;  
Bassonia Estate Homeowners Association NPC;  
Beau Rivage Homeowners Association NPC;

Blair Atholl Home Owners Association NPC;  
Brightward Homeowners Association NPC T/A Helderwyk Estate Homeowners Association (Benoni);  
The Coves Governing Body Association NPC (Northwest);  
Caleta Cove Home Owners Association;  
Carrington Pointe Residents Association;  
Cedar Creek Homeowners Association NPC;  
Cedar Lakes Homeowners Association NPC;  
Centurion Home Owners Association NPC;  
Cornwall Hill Home Owners Association NPC;  
Copperleaf Homeowners Association NPC (previously Gardiner Ross);  
Dainfern Valley Home Owners Association (Common Law Association);  
Erf 215 Honeydew Manor Extension 5 NPC T/A Kasbah Canyon Homeowners Association;  
Eagle Canyon Golf Estate Home Owners Association NPC;  
Estate D'Afrique Master Owners Association NPC;  
Fourways Gardens Home Owners Association NPC;  
Glen Eagles Homeowners Association NPC;  
Hans Merensky Landowners Association NPC (Northern Province);  
Hartenbos Share Block Company (Pty) Ltd;  
The Hills Homeowners Association NPC;  
Hyde Place Homeowners Association NPC;  
Kasbah Ridge Homeowners Association NPC;  
Kosmos Ridge Homeowners Association NPC;  
Kyalami Park Homeowners Association NPC;  
Landsmeer Homeowners Association NPC;  
Leloko Hartebeespoortdam Homeowners Association NPC;  
Magalies Park Golf Estate Homeowners Association NPC;  
Meyersdal Crest Homeowners Association NPC;  
Meyersdal Nature Estate Homeowners Association NPC;  
Meyersdal Ridge Estate Homeowners Association NPC;  
Meyersdal View Homeowners Association NPC;  
Mjejane Game Reserve Home Owners Association NPC (Kruger National Park);  
Mjejane Shareblock Company (Pty) Ltd;  
Monaghan Farm Homeowners Association NPC;  
Mooikloof Owners Association NPC;  
Negester Lifetsyle Estate NPC;  
Noordhang Ext 42 Homeowners Association NPC T/A Andiamo Homeowners Association  
Omeya Homeowners Association (Namibia);  
Port Provence Homeowners Association NPC;  
Pecanwood Estate Homeowners Association NPC;  
Six Fountains Homeowners Association NPC;

Southdowns Homeowners Association NPC;  
Saddlebrook Home Owners Association NPC;  
Surrey Square Office Park Homeowners Association NPC;  
The Islands Estate Homeowners Association NPC;  
Thorn Valley Estate Homeowners Association NPC (Northwest);  
Ville D'Afrique Homeowners Association NPC;  
Westlake Country and Safari Estate NPC;  
Wild Rivers Private Nature Reserve NPC;  
Willow Acres Homeowners Association NPC;  
Xanadu Eco Park Homeowners Association;  
Zambezi Country Estate Homeowners Association NPC and  
Zini River Estate Homeowners Association NPC.

### **Amalgamation of Non-Profit Companies**

We have to date provided on two occasions legal assistance to Non-Profit Companies to amalgamate in terms of the provisions of the Companies Act of 2008. Our services included drafting the appropriate notices up to convening a Special General meeting for members to resolve upon the amalgamation, attending the meeting answering legal questions to processing the amalgamation at the Companies and Intellectual Commission.

### **Alternative Dispute Resolution:**

As a cost effective, time effective and purposeful alternative to traditional litigation, we offer comprehensive alternative dispute resolution interventions and legally guide our clients on the most effective and appropriate mechanism applicable to the specific situation.

Often, as part of the review of a Memorandum of Incorporation, it is our recommendation that our clients incorporate internal dispute resolution mechanisms, which avoids costly future litigation resulting in having matters resolved internally.

As part of our skillset, our experience includes the drafting and settling of submissions, on our clients' behalf, to the Community Scheme Ombud Service ("CSOS") or even successfully moving High Court applications to set aside adverse CSOS Adjudicator awards on a question of Law, seeing to it that justice prevails.

### **Client Relationship Management:**

We pride ourselves on our reputation for always providing excellent appropriate legal services to our clients. And as such an attorney is assigned as the Relationship Manager to a client. It is the duty of the



Relationship Manager to ensure that our team meets the client's expectations in respect of turn-around times, service delivery levels and quality of work.

The Relationship Manager will further liaise with the client and according to the feedback received realign the team's priorities and if necessary, ensure that remedial steps are taken, or improvements effected.

We may ask an official of a client to spend a little time during consultations with the Relationship Manager so as to help in our effort to maintain the best levels of service delivery possible. If a client has any queries or concerns about the work which we undertake for them, those queries can be raised immediately with the Relationship Manager.

As our firm is well known for being relationship driven, members of our clients often approach us with their personal legal matters. Valuing their trust in our skills, we often successfully venture outside the scope of our field of specialization.

We wish to take this opportunity to thank you for allowing our firm the opportunity to submit this profile to you for your consideration of our professional legal services.

Yours faithfully,

**AJ Van Rensburg**  
**VRB LAW**

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