



# Company Profile 2024

YOUR PROPERTY  
OUR PASSION



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# Executive Summary

We believe that there is a need for understanding and grasping of the current everchanging legislation in the property industry. Our key involvement is to provide the necessary expertise to our clients.

## INTRODUCTION

As industry specialists, and passionate about our business and our clients, HQ Property Solutions (Pty) Ltd has been formed to provide a service to the commercial and residential property industry, which requires attention and input in several aspects with the recent changes in legislation – affecting a vast number of community schemes in the country.

## MISSION

We are a small team of passionate individuals focused on providing professional property management and consulting services to our clients.

## VISION

We envisage growth and enrichment of our team members and our clients providing innovate solutions, as well as ongoing consulting, advice, and training.

## VALUES

Our values are to provide professional, efficient, and effective services to our client base. We value what service delivery enshrines and encompasses and want to lend the necessary “helping hand” to better the lives and valuable assets of our clients.

## Your property, Our passion...

At HQ Property Solutions (Pty) Ltd, we pride ourselves on being the foremost experts in commercial and residential sectional title and association property management. Established with a keen understanding of the ever evolving legislation in the property industry, our mission is to provide unparalleled services that cater to the unique needs of community schemes across the country.

## INDUSTRY TARGETS

- Property Development Companies
- Property Construction Companies
- Gated Communities
- Residential Associations  
(Common Law Associations)
- Commercial & Residential (Mixed Schemes)
- Homeowners' Associations NPC's
- Sectional Title Schemes

# Core Services

## Comprehensive Community and Property Management Services

Our dedicated team, led by seasoned professionals, deliver comprehensive solutions that ensure compliance, enhance property value, and foster sustainable growth for our clients.

### BODY CORPORATE MANAGEMENT

Expert Body Corporate Management services tailored to ensure the smooth operation and maintenance of your sectional title schemes. Our team offers comprehensive support in financial management, maintenance planning, and legal compliance to enhance property value and community living.

### HOMEOWNERS ASSOCIATION MANAGEMENT

Professional Homeowners Association Management that prioritizes effective governance and community well-being. We provide meticulous administrative, financial, and operational services to support HOA boards in creating harmonious and thriving neighborhoods.

### NEW PROPERTY DEVELOPMENTS

Comprehensive guidance on “handover” from the developer to owner, navigating the scheme to financial and regulations compliance. Our experts provide strategic advice and support to ensure your development projects are successful and compliant with all regulations.

### CONDUCT RULE DRAFTING AND ASSISTANCE

Specialized conduct rule drafting and assistance to help community schemes establish clear and enforceable rules. We work closely with you to draft, review, and implement conduct rules that promote harmony and protect the interests of all residents.

### REPRESENTATION AT COMMUNITY SCHEMES

Experienced representation at community schemes to advocate for your interests and ensure your voice is heard. Our team provides skilled representation at meetings, mediations, and disputes, helping you navigate the complexities of community living.

### (CIPC) ADMINISTRATION AND AMENDMENTS

Reliable CIPC administration and amendments services to keep your business compliant with regulatory requirements. We handle company registrations, annual returns, and amendments with precision, ensuring your records are up-to-date and accurate.



# Business Offerings

## Part 1

Professional and complete delivery of the following services and key items of advice and support from our team members to our clients

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### **1. Sectional Title Schemes Management (STSMA) Act 8 of 2011:**

- Understanding the practical implications of the Sectional Title Schemes Management Act no 8 of 2011
  - Understanding the practical impact of the Companies Act no 71 of 2008 on nonprofit property associations.
  - New property developments and the various governing Acts
  - Representation of governing bodies at the Community Schemes Ombud Service adjudication & conciliation hearings
  - Conduct rule drafting and assistance – community specific
  - Memorandum of Incorporation drafting and assistance – community specific
  - Companies and Intellectual Property Commission (CIPC) administration and amendments (Director registration and resignation, address change, annual submissions)
  - Trustee training
  - Independent chairing of annual general meetings and special meetings
- 

### **2. Community Schemes Ombud Service (CSOS) Act 9 of 2011:**

- Community Ombud applications
  - Community Ombud compliance
  - Community Ombud registrations
- 

### **3. Practical Advice and Support on the following items:**

- Annual administration reserve budget review and independent input
- 10-year maintenance reserve plan budgeting and understanding the roll-out of items included (prioritization and implementation)
- Compliance with the regulations and skills development of role players

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# Business Offerings

## Part 2

Continuation of our professional and complete delivery of the following services and key items of advice and support from our team members to our clients

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### **4. Companies Act of 2008:**

- Providing secretarial services to Property NPC's
  - Including, not limited to CIPC returns, amendments and registration.
  - Drafting of Memorandum of Incorporation NPCs for full title closed community schemes – Commercial & Residential.
  - Incorporating CSOS regulations and conduct rules.
  - Drafting of Informal Associations, including, not limited to new associations, or converting an NPC to informal associations.
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### **5. Property Practitioners Act of 2022:**

- Compliance of governing bodies of community schemes
- 

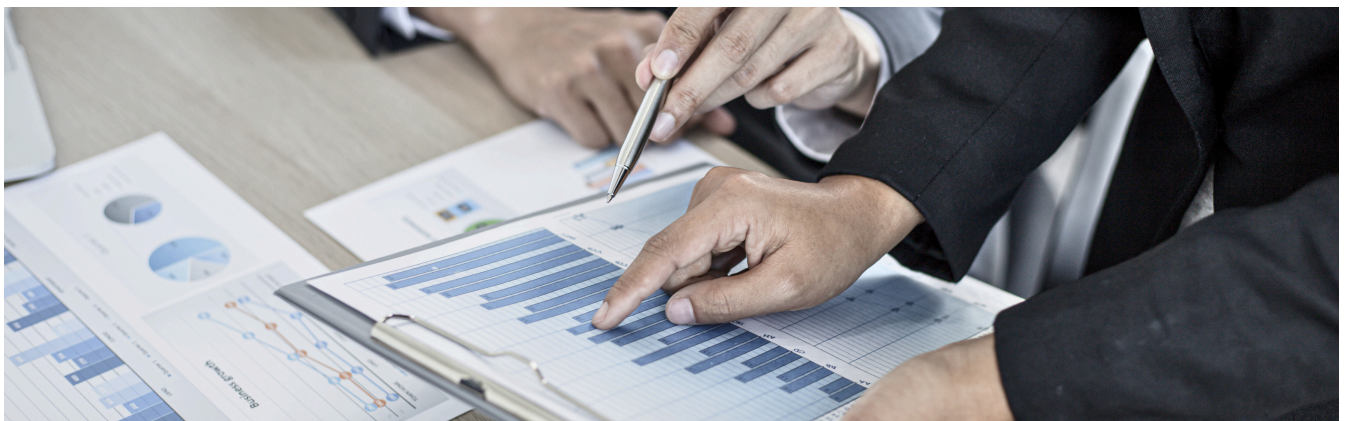
### **6. Utility Specialists:**

- Utility account applications (new accounts) and management (corrections and queries)

## **Ready to Enhance Your Community and Property Management?**

Whether you need professional body corporate management, homeowners association assistance, or expert guidance on property developments, our team is here to help.

**We offer tailored solutions to meet your unique needs and ensure the success of your community schemes.**



# Management & Ownership

**Quentin du Preez (CEO)** has spent 20 years in the Financial Sector with various high-level positions locally and abroad and a Banker with over 11 years' service has valuable experience in all areas of Business Management.



Quentin's experience in Business Management includes, but is not limited to:

- preparing budgets,
- monthly financial reports,
- billing levies,
- meter readings,
- management of the council accounts
- meetings with the various stakeholders, i.e., governing bodies, property owners (scheme residents) and service providers.

## **Quentin du Preez – CEO / Executive Director**

Degree: Bcom (UNISA); Bcom Honours: Business Management (UNISA)  
Higher Certificate in Criminal Justice and Forensic Investigations (UJ).

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# Management & Ownership



**JP Le Roux (CFO)** did his CIMA qualification internship at one of the largest managing agents in the northern and western suburbs of Johannesburg, bringing a wealth of financial management experience to the group of companies. Being a tax practitioner with senior financial management and audit experience, he has positioned himself as an executive in a very short space of time in the property industry

## **JP Le Roux – CFO / Executive Director**

*ACMA (Accredited Chartered Management Accountant)*

*CGMA (Chartered Global Management Accountant)*

Bcom Accounting (UJ); Bcom Honours Financial Management (UJ)

Registered Tax Practitioner

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**Our Network of Partners (Consultants)** provides a broad base of knowledge and expertise with over 40 years' combined experience in the property industry, specializing in commercial and residential finance, property management (Commercial and Residential), rentals and sales.



# GET IN TOUCH

Let's connect! At HQ Property Solutions (Pty) Ltd, we pride ourselves on being the foremost experts in commercial and residential sectional title and association property management.



**Our Location**  
Randburg



**Email Address**  
info@hqpropman.co.za



**Our Website**  
<https://hqpropman.co.za/>



**Phone Number**  
010 824 5792



*"Commercial & Residential Sectional Title and Association Property Experts!"*

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**Member of the HQ PROP MAN GROUP**