



OAKWOOD | HUGHENDEN | MEADOWS  
COMMUNITY IMPROVEMENT DISTRICT

# Annual General Meeting

5:30pm, 30 November 2022

Hout Bay Yacht Club

# Agenda

1. Registration
2. Welcome & Apologies
3. Membership
4. Quorum to Constitute Meeting
5. Adopting of previous minutes
6. Chairperson's Report
7. Feedback on Operations 2021/22
8. Noting of Audited Financial Statements  
for 2021/22
9. Approval of Surplus Funds Utilisation  
2023/24
10. Approval of Budget 2023/2024
11. Approval of Implementation Plan for  
2023/24
12. Appointment of Registered Auditor
13. Confirmation of Company Secretary
14. Election of Board Members
15. General
16. Q & A
17. Adjournment

## 2-4. Welcome, Apologies, Membership & Quorum

- 163 properties, 160 property owners
- 73 registered members: no resignations and 9 new members

Peter Mark Collins, Bridget May O'Farrell, Gusta Mia Blom, Nilofer Lalani, Suzanne Little, Rob Manners-Wood, Catherine Roeloffze, Kim Conley, Marius Wessels

- Require 15 (20%) members to have a quorum

## 5. Adopting of previous minutes - 10 November 2021



**Minutes of the Annual General Meeting  
Oakwood Hughenden Meadows Community Improvement District  
Not for Profit Company  
Hout Bay Yacht Club at 18.00 on 10 November 2021**

### **Invitees**

All members of the OHMCID NPC, non-member property owners, residents of the OHMCID area, representatives of the City Cape Town (CCT) CID Department and Subcouncil 16, and members of the general public.

### **1. Present**

OHMCID board: Chris Tisdall (chairperson, cleansing and urban management, communications, director), Greg Zuccarini (vice-chairperson, treasurer, director), Dylan Joseph (public safety & security, director), Bradley Brown (public safety & security, alternate director), Gill Siebert (social responsibility and communications, director), Gwen Gower (environment management), and Marita Blom (administrative assistant).

Members: Pierre Steyn, Gwen Gower, Henk Pretorius, Erik Besier, Gill Siebert, Marlis Grunthal, Marianne Peacock, Chris Tisdall, Dylan Joseph, Neil Stromin, Jacobus van Staden, Greg Zucarinni, Anne Tait, Fred Nebe, Tanya Hoekstra, Ralph Kujawa, Bradley Brown, Rob Gerdzen, Jheanne Hugo, Christian Stewart, Bradley Bailey, Cecile Castoldi, Cathy Roeloffze, Kim Conley, Chairmane Van der Merwe (by proxy), Deborah Lawson (by proxy), Mia Blom (by proxy), Brett Nussey (by proxy), Rob Manners-Wood (by proxy).

## 6. Chairperson's report

The Oakwood Hughenden Meadows Community Improvement District not-for-profit company concluded its third year of operation on 31st June 2021. Having spent the first years attending to the required formal registrations and internal processes I am happy to report that we are operationally stronger than we were a year ago and continue to make progress in securing and improving our area.

The appointments of Mark De Klerk as CID manager and, more recently Barbara Szieman as administrative assistant have improved our ability to get things done. Mark has built on established relationships with City officials, SANParks representatives and the Isolezwe patroller organization. These relationships have been key in accelerating the completion of routine maintenance and projects that we were experiencing challenges with. Under the boards direction he has tackled parking problems on Hughenden Rd, cleared fire breaks on Pipe Track from Alien vegetation, established stronger community alignment with IY leaders, completed the waste depots approved by the City and ensured that we are always first in line when it comes to City services.

Barbara has had some big shoes to fill after our much loved Marita passed earlier this year. Marita always lifted a sizable load of administration and logistics off the board and established great relationships with the City. Marita always left every meeting with joy in our hearts and a smile on our face reminding us that we should celebrate where we live and the people we live with. I am happy to report that Barbara is honoring her character by doing the same and keeping the board on its toes.

The board has met 5 times this year and on 2 of these occasions property owners have made representations. One relating to queries around the Mount Oakwood Estate Home Owners Agreement with the CID and others were to learn more about volunteering to be a board member.

Great progress has been made in Hughenden and with the completion of the waste removals, resolving the effluent problem and the establishment of the environmental officers we are in a much stronger

## 7. Feedback on operations

1. Governance and finance - Anzette van Staden
2. Public safety and security - Bradley Brown
3. Environmental management - Mark De Klerk (Previously Gill)
4. Cleansing and urban management - Mark De Klerk (Previously Gwen)
5. Social responsibility - Dylan Joseph
6. Communication - Mia Blom

## 7.1 Governance and finance

- City continues to pay over additional rates each month
- Board invites representative from Mount Oakwood Estate Home Owners Association to Board meeting
- Mount Oakwood Estate Home Homeowners Association continues to contribute each month as per agreement
- Appointed:
  - Omnivision to monitor perimeter cameras
  - ADT to manage boom
  - Mark De Klerk as CID Management service provider
  - Barbara Sziman as Administrative Assistant service provider
- Board continues to meet every second month, with additional ad hoc meetings

## 7.1 Governance and finance

- Director changes
  - Gwen Gower resigned as Director in February 2022
  - Gill Siebert resigned as Director after the FY22 - August 2022
  - Greg Zuccarini resigned as Director and Treasurer after the FY22 - August 2022
  - Anzette van Staden was appointed as Director and Treasurer in August 2022
- Public & Directors liability indemnity in place
- Procurement policy and payment procedures approved/endorsed by City
- Feedback given to City on draft CID Policy and By-law changes



# 7.1 Governance and finance:

## Implementation plan 1 July '22 - 30 June '23



OAKWOOD | HUGHENDEN | MEADOWS  
COMMUNITY IMPROVEMENT DISTRICT

Limited Area Business Plan

Period: July 2019 – June 2024

Compiled in accordance with the City of Cape Town Special

Rating Area By-Law, 2012 as amended 2016 and Special

Rating Area Policy 2017/18.

### B: IMPLEMENTATION PLAN

Program 1 – Governance & Finance										
Number	Action	Responsibility	Frequency	Duration					Performance Indicator	Comment
				Year 1	Year 2	Year 3	Year 4	Year 5		
M1	Register OHM NPC with CIPC	Steering Committee	Once	1	0	0	0	0	NPC issued CIPC company registration documents	
M2	Elect Chairman and assign portfolios.	Steering Committee	Once	1	0	0	0	0	First meeting of board of directors.	
M3	Open Bank Account for OHM CID	Treasurer	Once	1	0	0	0	0	Bank account opened.	
M4	Apply to SARS for tax exemption.	Steering Committee	Once	1	0	0	0	0	Receipt of Tax Exemption Certificate before end of first financial year.	
M5	Register for VAT.	Steering Committee	Once	1	0	0	0	0	Receipt of VAT Registration Number.	
M6	Supplier Application.	Steering Committee	Once	1	0	0	0	0	Receipt of Vendor Number.	
M7	Register as a Community Based Organisation (CBO) with the CCT	Secretary	Once	1	0	0	0	0	Receipt of CBO registration within first year of operation.	
M8	Appoint Service Providers	Specific Portfolio Holders/Board	Annually	1	1	1	1	1	Signed Service Contracts with appointed service providers. Well documented process.	Includes operations manager, security service providers, auditors, bookkeeper
M9	Members Meeting	Chairman & Secretary	Annually.	1					First Members Meeting to be held within 6 months of registration as the NPC.	
M10	Annual General Meeting	Secretary	Annually	1	1	1	1	1	Annual General Meeting held to report back to members, elect directors and full compliance with legal requirements.	Before end of December Annually
M11	Financial Reporting to the Board.	Treasurer	Monthly	12	12	12	12	12	Monthly Financial Reports submitted monthly to board members.	Review bank statements. Monitor creditors/debtors monthly. Pay creditors. Review monthly income from City. Prepare monthly management accounts.

## 7.2 Public safety and security

- Crime update
- Hughenden Safe Pathway project
- Area access boom
- Camera network and remote monitoring

### Pathway

- Report required from Mark.

### Boom

- Nothing to report. Same impact as before. No crime in the hood that has entered through here



## 7.2 Public safety and security

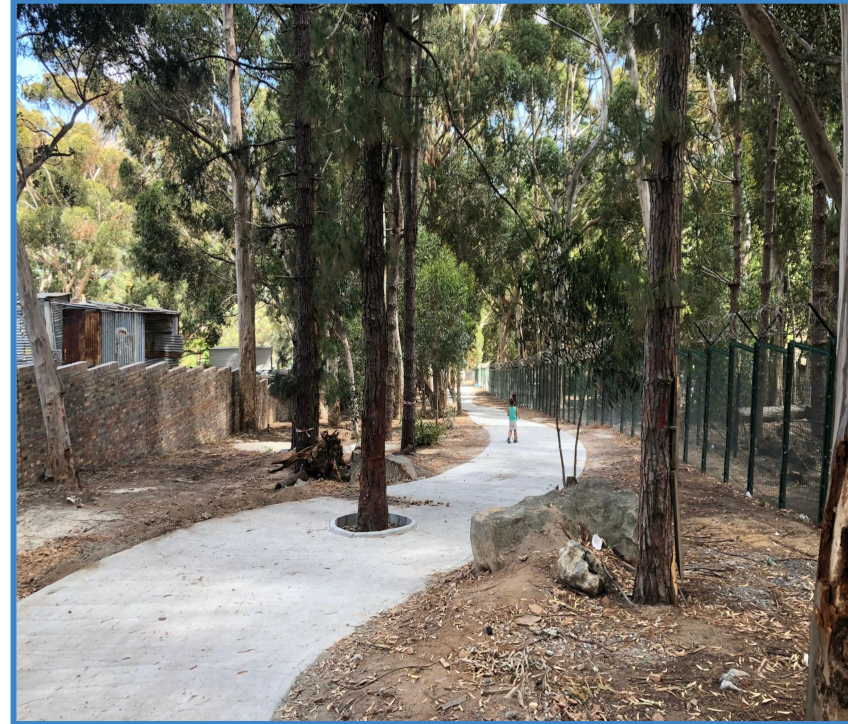
### Crime Update.

- Crime remained low over the past year, thanks to:
  - Meadows boom
  - Vigilant residents and property owners, and WhatsApp groups
  - Hard work and dedication of CCP together with the help of ADT and Deep Blue as well as SAPS
- 31 Hughenden Road has been rented to a controversial drug rehabilitation center. It is under investigation. A number of breaches into the forested area adjacent to this required that additional security measures in the form of cameras be placed here. There have been no further incidents and the CID continues to monitor the situation.
- Suspects have been reported in the area. But no incidents that relate to the figures prior to 2019. Notability there have been 0 home invasions reported this past year in the CID.

## 7.2 Public safety and security

### Hughenden Safe Pathway

- The Pathway, completed just after lockdown, provides a safe and clean passage for learners and pedestrians and is well used
- There is still foot traffic on Hughenden road
- Hughenden has a illegal parking problem. The CID is working with the community of IY and the City to landscape the curbs/pavements so this is not possible.
- The top gate is being patrolled but there are plans to have it closed.



## 7.2 Public safety and security

### Area access boom

- The Meadows boom access point has over time proved to be very successful at keeping opportunistic crime elements at bay
- The friendly faces of the boom operators definitely contributes to a pleasant experience for residents and visitors
- Well managed access control to our neighbourhood provides stability
- The CID has contracted ADT to manage the boom



## 7.2 Public safety and security

### CCTV / NETWORK UPDATE

- We have had to upgrade network hard to stabilise the network and allow for additional cameras
- We now have nearly 100% up-time when not affected by Loadshedding
- Contracting Omnivision to monitor the perimeter links has been an excellent move resulting in effective crime prevention
- We have plans to extend the network along Main road



## 7.3 Environmental Management

- Spent a lot of time chasing the City to
  - Cut the meadow
  - Remove alien vegetation (esp. Port Jackson) from the road reserve
  - Remove alien vegetation and clear fire breaks above Peterhof
  - Clear erf 2286 (above Hughenden) of alien vegetation and faeces
- Successes:
  - Have good line of communication with Desmond from the LCA-Parks Dept
  - Road reserve cleared of Port Jackson
  - Firebreaks cleared
  - Project we contracted Isolezwe Security Services from IY for the Urban Management Officer service ” status.
  - Focus on Entrance Upgrade project

# 7.3 Environmental Management

## Entrance upgrade

- We first had to repair the damaged pavements & kerb edges. Not only has this created a safer environment for pedestrians & cars (particularly scholars & voters), it has immediately uplifted the area.
- Hughenden Road next to Monrovia School
  - Retained pavement along length of Monrovia School in Hughenden Road.
  - Repaired road edging at the top end towards the left corner
  - Allowed the free flow of rainwater & repaired all damaged areas



**BEFORE**



**AFTER**



# 7.3 Environmental Management

## Entrance upgrade

### Main Rd into Hughenden

- Repaired pavement where edging was damaged
- Made provision for water coursing down from Hughenden Road & repaired eroded pavement

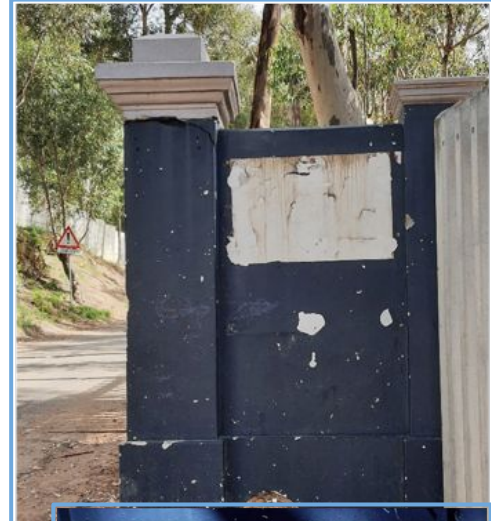


# 7.3 Environmental Management

## Entrance upgrade

Phase 2 (this year, FY22)

- Cladding of the Hughenden gate posts completed
- Provide water to pavement area
- New vegetation taking its time to flourish as the ground is adjusting under the blue gums
- Install all necessary pipes & attachments to facilitate water usage.



# 7.3 Environmental Management

## General Curb and safety management

- Remove all precarious branches from ROT's (Roadside Overhanging Trees)

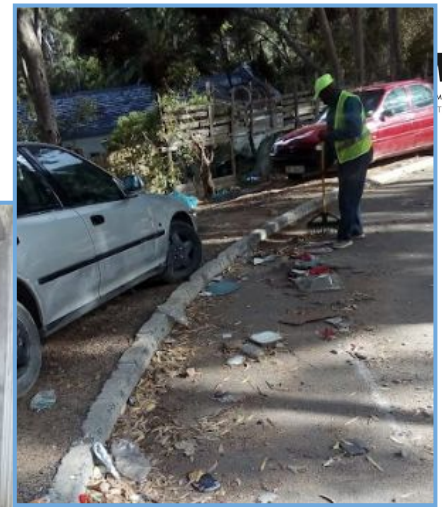
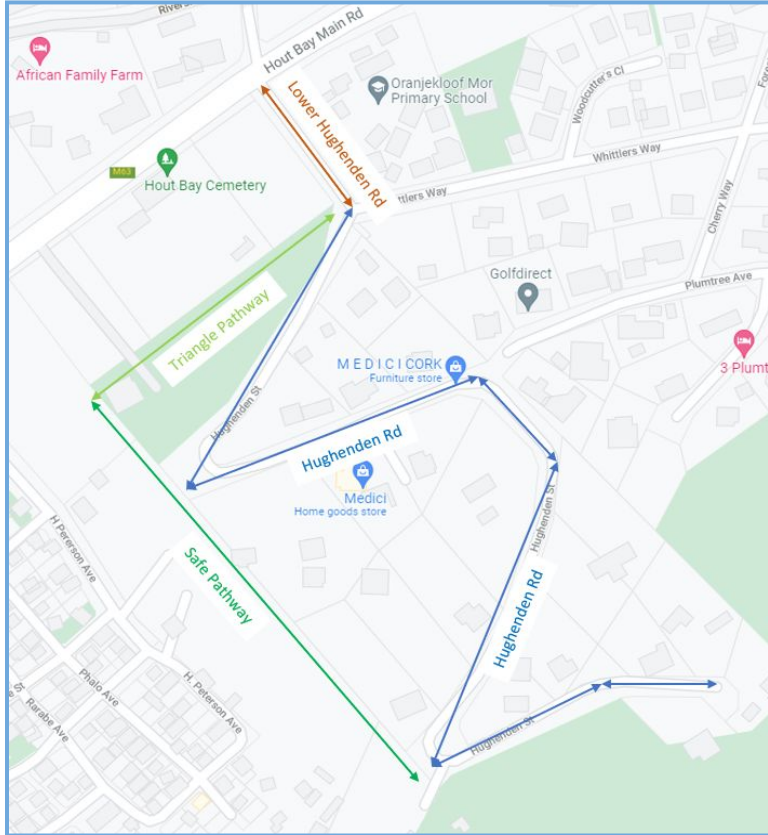


## 7.4 Cleansing and Urban Management

- Focus continues to be on Hughenden, challenges still persist
  - Hughenden road still a challenge into IY/DY - resulting in litter, noise and some destruction of property
  - Illegally parked cars and taxi stop
  - Sewage/effluent runs down road from time to time due to insufficient sewerage infrastructure
- Ran urban management officers on trial basis in first half of the year and have now appointed Isolezwe Security Services 5-days a week
- Constructed and completed the two planned waste depots for corner 1 and corner 2



# 7.4 Cleansing and Urban Management



## 7.4 Cleansing and Urban Management



## 7.5 Social Responsibility

- Contribution to the Moravian Primary School, as part of entrance upgrade project:
  - Finished remove all precarious branches from blue gum trees in school property and along Hughenden Road
- As part of the Hughenden Restoration Project we contracted Isolezwe Security Services from IY for the Urban Management Officer service to maintain safety in Hughenden Road and the Safe Pathway on 11 October 2021
- Patrollers continue to be targeted by criminals and 2 of them have been murdered in the past 6 months. One of them from our project. His name is Michael Mqikela
- We are in the process of adding two more patrollers for the top gate and the two dumps.



## 7.6 Communication

- Continue to use email, the OHMCID Notifications WhatsApp group, and the website as our primary channels of communication
- We are getting more consistent with our monthly newsletters than previous years. We completed more communications than 4 other CID's in the area.
- Website has been updated as it was missing important information
- FAQ have been addressed and will be uploaded
- A number of residents informed us they were not aware of the Whats App notifications group. After re-sending the link we uploaded another 32 individuals.
- We used short videos to connect with residents as a number of residents don't have the time to read communication .



# 8. Noting of 2021/22 Annual Financial Statements

## OAKWOOD HUGHENDEN MEADOWS COMMUNITY IMPROVEMENT DISTRICT NPC

### ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

<b>REGISTRATION NUMBER</b>	2019/377250/08
<b>DIRECTORS</b>	G Blom B Brown D Joseph G Siebert G Zuccarini
<b>NATURE OF BUSINESS</b>	Providing Services to the Special Rating Areas of Oakwood, Hughenden and Meadows
<b>REGISTERED ADDRESS</b>	32B Whittlers Way Hout Bay 7806
<b>AUDITORS</b>	Harry Curtis & Co.

## 9. Approval of Surplus Funds

### Approval & Use of surplus funds carried forward in FY 2023/24

Proposed:

Projects:

Area entrance upgrade (phase 2) project	R 25 000
Top Gate and Landscaping	<u>R 102 000</u>
	<b>R 127 000</b>

# 10. Approval of Budget

## Notes: Proposed budget for 1 July '23 - 30 June '24

- CID is registered for tax exemption so don't pay tax on additional rates.
- Monthly donations to HBNW are not tax deductible as they are not registered PBO's
- Do pay VAT every 2nd month.
- Must maintain an accumulated surplus equal to 2 months of working capital
- Any excess surplus funds can be used to fund projects and capital expenditure
- Funds must utilised materially as per 5-year business
- Four main expenditure categories
  - Core business - public safety, environment, urban management, etc.
  - Depreciation
  - Repairs and maintenance
  - Interest and redemption - loans and asset financing costs
  - General expenditure
  - Capital expenditure

# 10. Approval of Budget

## Proposed Budget for 1 July '23 - 30 June '24

Income	As per business plan	Proposed budget	%	Variance
Revenue - additional rates	R 1 025 173	R 1 025 173	81.5%	-
Other: Accumulated Surplus		R 127 000	10.1%	R 127 000
Other: Oakwood Estate	R 121 633	R 105 768	8.4%	-R 15 865*
	<b>R1 146 806</b>	<b>R1 257 941</b>	<b>100%</b>	<b>R111 135</b>

\*Decreased due to incorrect inclusion of VAT in original plan amount 28

# 10. Approval of Budget

## Proposed Budget for 1 July '23 - 30 June '24

Expenditure	As per business plan	Proposed budget	%	Variance
Core business	R 607 449	R636 200	50.6%	R28 751
Depreciation	R 108 326	R65 638	5.2%	-R42 688
Repairs & maintenance	R 23 397	R15 000	1.2%	-R8 397
Interest & redemption	0	0	0%	0
General expenditure	R 236 680	R 328 348	26.1%	R 91 668
Projects	0	R137 000	10.9%	R137 000
Capital expenditure	R140 199	R 45 000	3.6%	-R 95 199
Bad debt provision	R 30 755	R 30 755	2.4%	0
	<b>R 1 146 806</b>	<b>R 1 257 941</b>	<b>100%</b>	<b>R111 135</b>

# 10. Approval of Budget

## Proposed budget for 1 July '23 - 30 June '24

Expenditure	As per business plan	Proposed budget	%	Variance
<b>Core business (50.6%)</b>				
Cleansing services	R 46 794	R 10 000	1.57%	-R 36 794
Environmental upgrading	R 47 794	R 103 620	16.29%	R 86 826
Public safety	R 409 000	R 416 580	65.48%	R 7 580
Public safety - CCTV mon.	R 35 095	R 55 000	8.65%	R 19 905
Social upliftment	R 46 369	R 10,000	1.57%	-R 36 369
Urban maintenance	R 23 397	R 11 000	1.73%	-R 12 397
	<b>R 607 449</b>	<b>R 636 200</b>	<b>100%</b>	<b>R 28 751</b>

# 11. Approval of Implementation Plan for 2023/24

## Implementation plan 1 July '23 - 30 June '24



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## 12. Appointment of Registered Auditor

**HARRY CURTIS & CO.**

*Chartered Accountants (S.A.)*

SAICA Reg. No.00130106 IRBA Reg. No.935050





# 13. Confirmation of Company Secretary

Anzette van Staden

# 14. Election of Board Members

<b>Portfolio</b>	<b>Current director</b>	<b>Alternate/back-up</b>
Governance & Chairperson	Vacant	Dylan Joseph
Finance & Company secretary	Anzette van Staden	
Public safety & security	Bradley Brown	
Cleansing & urban management	Vacant	Dylan Joseph
Environment management	Vacant	Mia Blom
Social responsibility	Dylan Joseph	
Communication	Mia Blom	

\* not director

## 14. Election of Board Members

One third must resign at AGM but can be re-elected within three year term

- Bradley Brown - available for re-election
- Dylan Joseph - available for re-election

### Nominations

- Brad Bailey - Social Responsibility (NEW)
- ~~Rob Manners Wood - Environment Management (NEW)~~
- Bradley Brown - Public Safety & Security (RE-ELECT)
- Dylan Joseph - Cleansing and Urban Management (RE-ELECT)
- Ralph Kujawu - Governance (NEW)

## **15. General**

## **16. Q & A**

## **17. Adjournment**