



**PAROW INDUSTRIA  
IMPROVEMENT DISTRICT ASSOCIATION NPC (CID)**

Reg. no. 2001/027476/08

Including Tygerberg Business Park

⇒ *Securing Your Business Environment* ⇐

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Directors: A. Raad (Chairperson); G.T. Morse; R.L. Ayres; A.D Thomson

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**MINUTES OF THE 16<sup>TH</sup> ANNUAL GENERAL MEETING OF THE PAROW INDUSTRIA IMPROVEMENT DISTRICT ASSOCIATION (CID) HELD ON 8<sup>th</sup> NOVEMBER 2018 AT 16:00 AT CFW INDUSTRIES, PARIN ROAD, PAROW INDUSTRIA**

NOTICE WAS GIVEN OF THE ANNUAL GENERAL MEETING OF THE PAROW INDUSTRIA IMPROVEMENT DISTRICT ASSOCIATION. THE NOTICE WAS CIRCULATED TO ALL PROPERTY OWNERS VIA POST AND E-MAIL. NOTICES WERE ALSO PUBLISHED IN TWO LOCAL NEWSPAPERS (CAPE TIMES OF 12 OCTOBER 2018 AND DIE BURGER OF 12<sup>TH</sup> OCTOBER 2018 AND PLACED ON THE CID'S WEBSITE [www.parowindustriacid.co.za](http://www.parowindustriacid.co.za)

**1. REGISTRATION**

Tracy thanks all for coming and requests all in attendance at the meeting to complete the attendance register, which is attached hereto. She asks if there are any more apologies other than those received before the meeting and already recorded. Tracy then hands over to Mr A Raad to do the official opening and welcome.

**2. WELCOME & APOLOGIES**

The Chairman, Mr. A. Raad welcomes all those present at the meeting. A special welcome is extended to the following: -

- Mr Eddie Scott and Mr Joepie Joubert of City of Cape Town.
- Councillors Ronel Viljoen and Johanna Martlow.

The following are in attendance as per a completed attendance register: -

Ausef Raad (CID Chairperson & CFW Industries)  
Gregory Morse (CID Financial Director & Peninsula Beverages)  
Richard Ayres (CID Director and Saplings)  
Andrew Thomson (CID Director and Chantec)  
Tracy Engelke (CID Manageress)  
Sanchia van Lill (CID Assistant)  
Mr G Liebenberg  
Mr Christo le Grange (Raith Gourmet)  
Mr Christian Thiede (Fredenburg Non wovens)  
Captain Theresa Swanepoel (Ravensmead SAPS)  
Mr Yunus Turan (Casco Precision Engineering )

Mr Joepie Joubert (COCT)  
 Mr Gustave Fichard (Equites)  
 Mr S Eksteen (Austen Dundas properties)  
 Mr Tim Groenewald (Tekrok)  
 Councillor J Martlow (COCT)  
 Councillor Ronel Viljoen (COCT)  
 Ms Diane Pienaar (Chalk Air)  
 Mr I Yoell (Nicoletta)  
 Mr Eddie Scott (COCT)  
 Mr Hilton Mentor (Parmalat)  
 Ms Ronel Appolis (ERC holdings)  
 Mr W Maphuko (ERC Holdings)  
 Ms Y Tsele ( ERC Holdings)

The following apologies are recorded: -

Councillor Rose Rau  
 Mr T J Groenewald  
 Mr Robert Lea  
 Mr R Palmer  
 Mr A Geldenhuys  
 Mr W Olivier  
 Mr I Adam

The following valid proxies were received and are noted: -

<b>CID Member</b>	<b>Appointed Proxy</b>	<b>No of Votes</b>
T J Groenewald	Mr A Raad	2
Mr A Geldenhuys	Mr A Meyer	2
Mr R Palmer	Mr A Raad	1
Mr R R Raad	Mr A Raad	5
Mr R J Raad	Mr A Raad	5
Mr R Lea	Mr A Raad	1

## **2.1 Membership**

Tracy indicates that the following notice of changes in Membership is recorded: -

There are currently 38 registered members on the Parow Industria Improvement District's Membership list.

During 2017/18 one application for membership was received and approved by the CID Board of Directors: -

Charl Smit – 38 Assegaa Road, Parow Industria Erf 12682/21727 and 21688

During 2017/18 no member ipso facto ceased to be a member.

During 2017/2018 Mr A Cloete resigned as a director.

## **2.2 Quorum to constitute a meeting**

Tracy indicates that a quorum is established as more than 20% of the Members are in attendance, inclusive of proxies. (14 out of 38). The notice of the meeting was published in the Cape Times and Die Burger dated 12<sup>th</sup> October 2018. An advertisement placed in a local community newspaper does not apply to Parow Industria CID as there is no local newspaper of such a nature that covers the industrial area. The CID therefore has exemption in this regard. Notices were sent out electronically and via ordinary post together with signed Form CoR36.2. This was also placed on the CID's website [www.parowindustriacid.co.za](http://www.parowindustriacid.co.za). The meeting is deemed to be duly convened.

All those present at the meeting are informed that in terms of the CID's MOI, every registered member has one vote for every R5 000 000 (five million) of municipal valuation or portion thereof, but subject to a maximum of ten votes. Furthermore, no member who is in arrears with payment of the additional rate (CID / SRA Levy) for more than 60 days shall be entitled to vote for so long as he / she is in arrears except if the member can prove that he / she is in a dispute or has entered an appropriate payment arrangement with the City. The CID manager has obtained written proof of valuations in respect of all member's present (and proxy forms received) to determine the number of votes per members. She has also perused the latest CID levy arrears list received from the City of Cape Town and confirms that there are no members participating in terms of voting who are in arrears of more than 60 days where this has not been paid or proof provided showing that the member is in a dispute or has entered an appropriate payment arrangement with the City.

## **3. APPROVAL OF PREVIOUS MINUTES OF MEETING AND MATTERS ARISING**

Tracy indicates that the minutes of the previous Annual General Meeting dated 7<sup>th</sup> December 2017 are considered read as this was available on the CID's website. Proposed to be correct by Mr. Tim Groenewald and seconded by Mr A Raad.

## **4. APPROVAL OF AGENDA**

Tracy requests the approval of the agenda. The agenda is unanimously accepted by all members present at the meeting.

## **5. CHAIRMANS / MANAGERS REPORT 2016/17**

Tracy informs that a detailed Chairman's / Managers Report 2017/18 were made available on the CID's website. A copy is attached. Tracy provides a brief overview of the year's activities as per attached presentation. The report is proposed to be accepted by Mr Raad and seconded by Mr Morse.

## **6. NOTING OF AUDITED ANNUAL FINANCIAL STATEMENTS 2017/18**

Mr Morse indicates that an extract from the audited financial report (balance sheet and income statement) were circulated in advance via e-mail to Members and business owners. This was also available on the CID's website. Copies of an extract from the audited statements – "Financial Performance and Financial Position" were circulated to property

owners by ordinary mail, placed on the CID's website and copies are also available at the Annual General Meeting. Mr. Morse presents the financial report (as per attached document) and states that this has met audit requirements. No questions are raised by members regarding the audited financial report.

The Financial Report presented by Mr. Morse is unanimously accepted by the members present at the meeting.

## **7. FEEDBACK ON SRA'S OPERATIONS 2017/18**

The CID Manager provides feedback on the CID / SRA's operations during 2017 / 18 as per attached presentation.

Important issues mentioned are as follows: -

- The CID continued to focus on Crime Prevention through Environmental Design (CPTED). Tracy informed that the safety and security aspect is the biggest cost driver for the CID and a lot of attention is given into ensuring that the necessary level of service is provided by ERC Holdings – the CID service provider.

## **8. APPROVAL OF IMPLEMENTATION PLAN 2019/2020**

The implementation plan 2019/20 as per attached document was circulated electronically to all business owners and placed on the CID's website. A hard copy is also available for perusal at the meeting. The plan in question is presented by Tracy Engelke. Proposed to be accepted by Mr Raad and seconded by Mr. Morse and unanimously accepted by the members present at the meeting.

## **9. APPROVAL OF BUDGET 2019/20**

A presentation by Mr. Morse follows (see attached document) regarding the 2019/20 budget. Mr Morse enquires whether there are any objections. No objections are raised. It is proposed by Mr. Raad that this is accepted. The motion is seconded by Mr Ayres and unanimously accepted by all registered Members present at the meeting.

### **9.1 Usage of surplus funds 2019/2020**

At this stage, no use of surplus funds 2019/2020 are envisaged. The CID Board of Directors will get together early in 2018 to consider a two-year plan going forward in terms of capex expenditure. The correct procedure will then be followed with the City in terms of utilising surplus funds.

## **10. APPOINTMENT OF AUDITORS FOR 2019/2020**

Mr. Morse enquires whether everyone agrees that the Association continues with the auditors Nexia Cape Town. This is proposed to be accepted by Mr Raad and seconded by Mr. Ayres. The members unanimously agree that the Association continue with the services of Nexia Cape Town.

The new Companies Act with effect 1 January 2014 precludes an auditor of a company per Section 90 of the Companies Act from accounting and certain other tasks including but limited to preparation of the Annual Financial Statements. It is therefore necessary to appoint a second auditing firm to compile in accordance with the International Standard on Related Services applicable to compilation engagements, the statement of the financial position of Parow Industria Improvement District Association NPC and related statements of comprehensive income, changes in equity and cash flows for the year and a summary of accounting policies and other explanatory notes. Mr Morse proposes that SDK Chartered Accountants (SA), 22B Church Street, Durbanville be used for this service. This is seconded by Mr Raad and unanimously accepted by the Members present at the meeting.

## **11. CONFIRMATION OF COMPANY SECRETARY FOR 2019/2020**

Mr Morse indicates that there is no appointed company secretary. Mr. Morse enquires whether there is any objection to himself performing this duty. There are no objections raised. This is seconded by Mr Raad and unanimously accepted by the members present at the meeting.

## **12. ELECTION OF BOARD MEMBERS**

Tracy indicates that the existing Board of Directors are A. Raad, G.T. Morse, R.L. Ayres, and A.D. Thomson. Reference is made to Clause 12.1.7 of the Parow Industria Improvement District's MOI which stipulates "As required by item 5(1)(b) of Schedule 1 to the Act, at least 1/3 (one third) of the directors shall resign every year at the AGM, but shall be eligible for re-election." Ausef Raad and Gregory Thomas Morse resign at the Annual General Meeting and are available immediately for re-election. Forms for nomination of Directors were available on the CID website or could be requested from the CID office. This was communicated via ordinary mail and via e-mail to property / business owners. One new nomination was received in respect of Directorship on the CID Board, namely Mr Hilton Mentor of Parmalat. Tracy Engelke requests a proposal for Mr Mentor and Mr Raad agrees and is seconded by Mr Morse. -

- The remaining existing Board of Directors, R.L Ayres and A.D. Thomson be accepted to continue in this capacity. Approved by Mr Raad and seconded by Mr Morse. Furthermore, that A. Raad and G.T. Morse who have made themselves available for re-election as Directors be approved. Approved by Mr Thomson and seconded by Mr Ayres.

The above is also unanimously accepted by those present at the meeting.

Tracy welcomes Mr Mentor as the newest board member.

## **13. HANDING OVER OF AWARDS**

The following awards in respect of 2018 are handed over by the Chairman, Mr. A. Raad: -

- Controller of the year for 2018 is awarded to Ronel Apollis of ERC Holdings.
- Responder of the year for 2018 is awarded to Welcome Maphuko of ERC Holdings.
- Runner up controller of the year for 2018 is awarded to Y Tsele of ERC Holdings.

#### **14. GENERAL / QUESTIONS AND ANSWERS**

Mr Ian Yoell indicates that he owns a unit in Millenium park and it is one of 6 which is always flooded when it rains. He indicates that the City of Cape Town has dropped the ball and that despite meetings being held the drainage problem remains as it is clear that the retention dam is too small. To further aggravate the situation the vagrants in De La Rey Road are causing dirt and rubbish to land up in the stormwater drains. He indicates that the City must just do what is required of them and step up to the plate. De slugging now and again does not solve the problem – the root cause must be fixed.

Mr Yoell further indicates that persons dumping should have their vehicle confiscated. It is no deterrent to give a minimal fine. Where is the City officials who should be monitoring this and De La Rey road? Dumping according to him is out of control and he knows this as a fact as his bait stations confirm this. The stations are quiet when dumping is under control.

Ms Diane Pienaar of Chalk Air agrees with Mr Yoell that the situation with the littering in De La Rey Road is out of control with persons with overflowing trollies walking in the road and doing their sorting and leaving rubbish anywhere.

Mr Raad indicates that De La Rey road is not part of the CID area.

Mr Yoell also raises the issue of the traffic in the Cul de Sac by Millenium Park. The side walk is rehabilitated and then trucks park on the pavement and this causes the pedestrians to walk in the road. It is utter chaos and once again the Traffic is not doing the job they are paid to do.

Chris Coxwell indicates that the overgrown erven are a problem. He offered to take over and maintain but the City would not allow it. Mr Yoell indicates that this is once again just the City being difficult as it was done in the past by Simba who took over and are maintaining the retention pond.

Councillor Johanna Martlow of City of Cape Town indicated that Tracy must take the matter up with Deon Botha of the City in terms of what will be done with the flooding problem. Mr Eddie Scott indicated that the matter should be escalated to the Area Director Mr Wilfred Solomons and that he be cc in and he will take part in these meetings going forward. Tracy undertakes to set up the necessary meeting and give feedback to everyone in the new year.

#### **15. ADJOURNMENT**

The meeting adjourns at 16:45.

Tracy thanks Mr. Raad of CFW Industries for making their facilities available for holding the meeting. Refreshments are provided.

**MEMBERS:**

<b>SURNAME &amp; NAME</b>	<b>ERVEN NUMBER</b>
Adam Ian	22295
Ayres Richard	16596
Brown Donald	22758
Bohle Hans	
Cloete Andre' Herman	22304, 12663, 21898, 12466
Coxwell Christopher Edward	22950 & 22951
Dekbar Pty Ltd (Trustees)	12696
Dundas Matthew	20143, 22771 & 12708
Geldenhuis Aldre'	12720
Groenewald Timothy John	22953
Hebner Cathleen	24270
Herbst Garry	12649
Joffe Alan Paul	12643
John Knight Catering cc	19496 (Unit B 8&9)
Jonker P.D.	23268
Kearns Dudley	22293 (Unit 11)
Krugel Andries	16596
Lea Robert	12648
Liebenberg Gerhardus Zacharius	22960 & 22963
Morse Gregory Thomas	22304, 12663, 21898, 12466
Oosthuizen Mattie	12676
Palmer Richard Patrick	22943
Petersen Anthony	21709, 21710 & 21711
Petersen Nigel	22293 (unit 20)
Raad Ausef	12685
Raad Nausier	12678 & 23540
Raad Ralph Rahief	18237, 18234, 18235 & 18236
Raad Ralph Jazaar	23277,23278 &23280
Reichmuth Beat	23357
Schonkwecht Lorraine	12716
Smith Allan Norman	12712
Sondor Industries Pty Ltd	22935
Taverna – Turisun Andrea	12269
Thomson Andrew	
Van Vuuren Dirk	12676
Wideprops 1087 cc	22964
Yoell Ian Michael	19496 (unit G 36)
Yunus Nadi Turan	18147
<b><u>DIRECTORS:-</u></b>	
Ausef Raad (Chairperson)	
Andrew Dennis Thomson	
Gregory Thomas Morse	
Richard Lane Ayres	