



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.D Thomson (Chairperson); A Hunt ; R.L. Ayres; R J Raad, M.W Birch

MINUTES OF THE 22ND ANNUAL GENERAL MEETING OF THE PAROW INDUSTRIA IMPROVEMENT DISTRICT ASSOCIATION (CID) HELD ON 21ST NOVEMBER 2024 AT 16:00 AT CFW INDUSTRIES BOARDROOM, 1A 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 e-mail. Notices were also published in two local newspapers (Cape Times of 25 October 2024 and Die Burger of 25 October 2024 and placed on the CID's website www.parowindustriacid.co.za

1. REGISTRATION

Tracy indicates the first point on the agenda is registration. Requests that everyone ensure that they signed in the attendance register on arrival.

2. WELCOME & APOLOGIES

Tracy welcomes all business owners present on behalf of the board of directors and asks if there are any apologies other than those received prior to the meeting? None are made.

Tracy notes that some housekeeping rules are :

Tracy requests that everyone sticks with the agenda as it appears on the screen and note that today's session is the wrapping up of the legal requirements for the 2023/2024 book year which ran from 1 July 2023 to 30 June 2024, as well as the approval of extension of term of the CID for the next five-year term commencing 1 July 2025 and running until 30 June 2030. It is requested that questions are kept for the Q and A session.

Tracy also asks that when approval is sought it must please be with a show of hands as we need majority approval on issues and not just a secondment.

Tracy then requests approval of the agenda as displayed and asks if there are any items for placing under general. There are no new points for under General from the floor. Tracy adds that Ravensmead has requested an opportunity to say something and this is placed under general. The agenda is deemed unanimously accepted by all present at the meeting.

The following persons are in attendance as per the attendance register:

Ralph Raad (CID director and representative for all 6 Raad owned companies)

Richard Ayres (CID Director and Timberlane representative)

Andrew Thomson (CID Chairperson and Chantec representative)

Michael Birch (CID Director and Michael Birch family Trust representative)
Allan Hunt (CID director and Peninsula Beverages representative)
Tracy Engelke (CID Manageress)
Zaandria Liebenberg (CID Assistant)
Marsha van der Poel (COCT)
Councillor Jackie Visser
Captain Theresa Swanepoel (Ravensmead SAPS)
Mr Khan (Byers)
Mr Hennie Coetezer (Byers)
Sian Joy Eksteen (Austen Dundas properties)
Colleen Loff (Austen Dundas properties)
Aiden De Vos (Luciamer investments)
A Geldenhuys (V & G Personal products)
A Bredenkamp (Platinum buildings
Tess Rodriques (Dalis bakery)
Mr Chris Coxwell (Robjane properties)

Apologies:
No apologies are recorded.

No proxies were received prior to the meeting.

3. Membership:

Tracy indicates that the following notice of changes in Membership is recorded: -
There are currently 31 registered members on the Parow Industria Improvement District's Membership list.

3.1 Resignations:

There were no physical resignations in the 2023/2024 book year. Sondor Industries Pty Ltd however ceased to be a member in January 2024 due to no longer being a property owner in the area.

3.2 New members:

During 2023/2024 There was one new membership.
Oregon Trust who joined on 6/11/2023.

Recently Prop X who bought the Sondor erf registered as a member on 2024-09-13 and Luciamer Investments on 2024-11-11.

4. Quorum to constitute a meeting

Tracy indicates that a quorum is established as more than 10% of the Members are in attendance, inclusive of proxies. (15 out of 31 are present) 3 members are a quorum. Tracy states that the notice of the meeting was published in the Cape Times and Die Burger dated 25 October 2024. Notices were sent out electronically with signed Form CoR36.2. This was

also placed on the CID's website 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 R10 000 000 (ten 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.

5. PREVIOUS MINUTES OF MEETING:

5.1 Approval:

Tracy indicates that the minutes of the previous Annual General Meeting dated 23 November 2023 are considered read as this was available on the CID's website. Tracy requests approval of the minutes. There were 10 persons who can vote in terms of a show of hands of which 7 did approve with a show of hands which is more than 50%.

5.2 Matters Arising:

None

6. CHAIRMANS REPORT 2023/2024

Mr Thomson addresses the meeting as per attached Chairmans report.

7. FEEDBACK ON OPERATIONS 2023/2024:

Tracy indicates that today is the PIID's 22nd AGM. The CID is managed by a board of 5 directors with herself as Manager and Zaandria as assistant in the CID office.

Tracy states that since comprehensive newsletters go out each month to keep everyone updated in terms of crime, reactive and proactive stats and also what happened in a particular month this presentation will be short to avoid repetition, as it is taken that the newsletters are being read. Should it happen that you are not getting the newsletter then kindly contact the CID office so that the situation can be rectified.

The CID also sends out notices as soon as there is an incident which affects all such as a strike, electricity outages etc so that everyone is updated, and this prevents the CID office phone ringing off the hook with the same message needs to be repeated multiple times.

The CID's main focus remained public safety and camera monitoring within the public space which cost R3 391 993.00 for the book year.

Tracy states that Byers has been the CID service provider for public safety, camera monitoring as well as cleansing for the past two and a half years. Byers is also the preferred service provider for 15 other CID's so they are clearly doing something right.

For the period under review the CID had expanded on our camera network from 38 cameras to 62 by installing 24 statics on existing PTZ poles which are monitored 24/7/365 days a year by 2 controllers. Tracy states that this is an invaluable asset in the fight against crime and makes early detection so much easier.

2 patrol vehicles raked up 144 196km in the book year. Each vehicle has one responder with 3 foot patrollers deployed at hotspots with specific deployments at peak times. On nightshifts there is an extra responder on the one vehicle.

The team attended to 27 unsecured premises that equates to 2 incidents a month where business owners failed to lock up properly and if not addressed by the CID would have left their premises vulnerable for opportunistic crime.

The 1 141 trolley checks are a proactive measure to identify possible stolen goods and take the necessary action which puts the message out there that you must not even come into this area in an attempt to steal and/or sell stolen goods.

Tracy indicates that with regards to Cleansing:
COCT solid waste department is the primary cleansing provider. In reality we see COCT solid waste cleaners once a week. This means that the CID supplementary service which costs R529 452.00 a year is actually the main service.
The CID cleaners accumulated 2 808 bins and 2 063 black bags of refuse in the reporting period.

Tracy indicates that with regards to the crime situation:

From the CID side there was a total of 33 incidents with 10 arrests as opposed to the 79 of the previous year.

The main categories are depicted on the presentation, but the full figures are available on the website.

Tracy indicates that she is not going to go into detail as every month with the newsletter every crime is broken down for your cognizance.

Tracy states that with crime escalating all over and our vulnerable position with our Uitsig border and gang infested Ravensmead the CID did well to keep crime in check. In the corresponding period Ravensmead SAPS had 66 murders, 79 attempted murders and 2 attempted murders on police officials. Tracy states that with Mr Khan expertise, her 30 years SAPS experience and the good working relationship built up with Captain Swanepoel it is a formidable team who is able to identify threats, profile suspects and put measures in place to combat/reduce opportunity which results in this reduction in crime.

Tracy indicates that daily the CID works proactively at hotspots and throughout the rest of the area to reduce opportunity and react when required. The biggest problem experienced is the break in from outside the CID boundaries, which is alluded to at each meeting and indicated as such in the newsletters. The CID has no recourse except to keep requesting Ravensmead SAPS to step up their patrols on these borders, and to request business owners to properly secure their premises with electric fencing, alarms, on site security, etc.

With regards to reporting of issues to COCT – The amounts of incidents logged remain constant. The CID logs issues, obtains a reference number, waits the indicated lead time for repairs before following up with the relevant depot. Last resort is reporting for sub council and councillor intervention. A lot of work goes on behind the scenes before results are seen by business owners.

Tracy states that the PIID was the first CID to sign a MOA with RIM. This allows us to effect certain work out of own resources should the budget allow. As a pilot long outstanding pavement reinstatements were done. Street name signage and CCTV warning signage was placed under the auspices of the MOA.

Tracy indicates that other successes in the year include :

Stoker road was resurfaced

Road markings were refreshed throughout the area.

No stopping lines were incorporated in small Assegai.

Retention pond clearing was conducted by COCT.

Upgrading of the electrical infrastructure took place throughout the area.

14 stormwater drain top slabs were replaced with new specifications.

Current initiatives being attended to is the installation of a new camera at the back of a premises in Stellenberg Road in order to monitor the boundary refence of the substation to prevent a reoccurrence of the vandalism in April where the entire area was without electricity for an entire day.

The CID board also met with traffic and Law enforcement officials with regards to the traffic problems in the area and letters were circulated in this regard. Currently the City is busy with the long outstanding water reinstatements in the area.

Tracy states that since we will be dealing with the extension of term she will show a few photos of before and after to remind everyone how far the CID has come.

A survey was conducted in September 2024 with very positive results and everyone is of the opinion that this area would not be on the standard it is without there being a CID.

In closing Tracy states that whatever limitations the CID has the impact cannot be denied and it is felt that all will agree that the area can no longer do without the supplementary services provided by the CID.

8. APPROVAL OF THE ANNUAL REPORT FOR 2023/2024

Tracy indicates that the Annual report for 2023/2024 was available on the website, and it is taken that it was read. A copy is available at the venue. She then requests approval thereof, unless anyone present would like her to run through the 23-page document. Nobody requires her to run through the document

The document is approved by a show of 7 out of 10 hands.

9. NOTING OF AUDITED ANNUAL FINANCIAL STATEMENTS 2023/2024

Tracy indicates that the audited financial report was circulated in advance via email to registered members and also placed on the CID website for perusal by all business owners. Copies are available at the Annual General meeting. The financials met audit requirements

and the CID is deemed to be in a healthy financial position. There were no capacity constraints or challenges, no discounted activities or supply chain management related challenges. The CID received an unqualified audit which has been the case since inception in 2001.

In accordance with a finance agreement that exists between the Parow Industria CID and the city of Cape Town, the City pays over 97% of the annual budget to the CID in 12 instalments and retains 3% as a provision for bad debts. Accordingly, the City of Cape Town paid over R 6 374 033.00 (excl VAT) and allocated R197 135.00 to the rolling bad debt reserve for the 2023/2024 financial year. Rolling bad debt reserve of R494 306.86 was refunded to the Parow Industria Improvement District Association in 2023/24.

Tracy requests noting of the 2023/2024 audited financial statement with a show of hands. The Financial Report presented by Tracy is unanimously accepted by the members present at the meeting.

10. APPROVAL OF EXTENTION OF THE CID TERM AND NEW BUSINESS PLAN FOR 2025-2030:

Tracy indicates that there are 4 documents that require approval under this point and all were available on the CID website, and copies are available here, so it is taken that they were read.

1. Approval of the new Business Plan 2025-2030 : Tracy states that with the CID being in operation for 23 years, the renewal business plan does not differ much from previous years as it is a matter of maintaining what we have and ensuring that we continue to improve year on year, taking changing environments and technology into consideration. Tracy asks if anyone needs her to run through this 22-page document or can it be taken as read and request approval? Nobody requires Tracy to run through the document and 8 out of 10 approve the document with a show of hands.
2. Approval of the Implementation plan which talks to the business Plan: Tracy asks if anyone need her to run through this document, which was on the website and available on site, or can it be taken as read and request approval? 8 persons approve with a show of hands out of a possible 10 persons.
3. Approval of the 2025/2026 Budget:. Tracy indicates that the budget was available on the website and talks to the business plan and implementation plan, but basically the budget comes down to an 8.7 % increase in rates. The board is of the opinion that this is reasonable and in line with the current economic climate in order to sustain the current services provided with no negative impact on services going forward. Tracy requests approval by a show of hands. 8 out of 10 persons approve by a show of hands.
4. Approval of surplus utilization for 2025/2026 budget: Tracy informs that this was placed on the website. As an overview R550 000 of surplus funds has been placed back into the budget and will be spent as follows : R30 000 will be spent on the continuation of the SPCA sterilization project and assistance in the area, R110 000 for grass cutting every second month throughout the area, R30 000 for tree trimming when require to ensure that camera views remain unobstructed and R180 000 for

reinstatement projects – this is upgrading of sidewalks etc where required. R200 000 will be placed at capital expenditure for camera upgrades/replacements and accessories. Tracy asks for approval with a show of hands. 8 out of 10 persons approve with a show of hands.

11. APPOINTMENT OF REGISTERED AUDITORS FOR 2025/2026

Tracy indicates that the CID has been using Nexia Cape Town and enquires whether anyone has objection to the CID continuing to use their services and that of SDK chartered accountants to compile the relevant audit and financial statements. There are no objections. Tracy asks approval with a show of hands and all members unanimously agree that the Association continue with the services of Nexia Cape Town and SDK Chartered accountants.

12. CONFIRMATION OF COMPANY SECRETARY FOR 2025/2026

Tracy indicates that Mr Morse performed the functions of company secretary since the 2019/2020 book year. Mr Morse retired on 2024-08-31. Mr Morse was replaced as portfolio director by Mr Allan Hunt who took over Mr Morse portfolio at Peninsula Beverages. Tracy enquires whether there is any objection to Mr Hunt performing secretary duties. As there are no objections raised, Tracy asks for approval for Mr Hunt to continue in this capacity with a show of hands. This is unanimously accepted by the members present at the meeting.

13. ELECTION OF BOARD MEMBERS

Tracy indicates that the existing Board of Directors are R. Raad, A Hunt, R.L. Ayres, M Birch 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." Mr Thomson and Mr Raad resign at the Annual General Meeting, and both is made 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 e-mail to property / business owners. No new nomination was received in respect of Directorship on the CID Board. Tracy Engelke requests a proposal that the 3 directors remain in their position, and that Mr Raad and Thomson be re-elected. As there are no objections, Tracy requests approval with a show of hands and this is then unanimously accepted by those present at the meeting.

14. GENERAL:

- 14.1 Captain Swanepoel of Ravensmead SAPS thanks the CID and their appointed service Provider, Byers for their assistance in the fight against crime and hands over certificates to Mr Andrew Thomson, Chairman of the PIID, and Mr Khan of Byers Security.

15. QUESTIONS AND ANSWERS:

Tracy asks if there are any questions? There are no questions.

Mr Aiden de Vos of Luciameer investments just mentions that he has a problem with trucks speeding in Tekstiel street but that he notes it was addressed in the presentation so is eager to wait and see the results. Tracy states she will also follow up with traffic services to enhance their patrols in Tekstiel street in the interim.

15. **ADJOURNMENT**

Tracy thanks everyone for attending and wishes everyone a safe festive season.
The meeting adjourns at 16:48 whereafter refreshments are served.

(Minutes taken by T Engelke)