



PAROW INDUSTRIA
IMPROVEMENT DISTRICT ASSOCIATION NPC (CID)

Reg. no. 2001/027476/08

Including Tygerberg Business Park

⇒ *Securing Your Business Environment* ⇐

CID OFFICE: Enq Mrs Engelke: Tel /Fax (021)9324799: E-mail:manager@parowindustriacid.co.za 8 Parin Road, Parow Industria

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

MINUTES OF THE 23RD ANNUAL GENERAL MEETING OF THE PAROW INDUSTRIA IMPROVEMENT DISTRICT ASSOCIATION (CID) HELD ON 27 NOVEMBER 2025 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 31 October 2025 and Die Burger of 31 October 2025 and placed on the CID's website www.parowindustriacid.co.za

1. REGISTRATION

Tracy requests that everyone ensure that they signed in the attendance register on arrival.

2. WELCOME & APOLOGIES

Tracy welcomes all business owners present 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 2024/2025 book year which ran from 1 July 2024 to 30 June 2025.

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 clear show of hands as we need majority approval on issues where it is requested.

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. 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)

Tracy Engelke (CID Manageress)

Zaandria Liebenberg (CID Assistant)

Candice Janse van Rensburg (COCT CID unit)
Councillor Jackie Visser
Captain Theresa Swanepoel (Ravensmead SAPS)
Lt Col Viljoen (Ravensmead SAPS)
Mr Leon Roelose (Byers)
Sian Joy Eksteen (Austen Dundas properties)
Aiden De Vos (Lucameer investments)
Zelina Rodriques (Dali's bakery – not a registered CID member)
Tess Rodriques (Dali's bakery- not a registered CID member)
Wouter Olivier (Prop-X)
Ian Adam (Canary Truck)

Apologies:

Allan Hunt (CID director and Peninsula Beverages representative.
Brynn Fenn of Kingfisher Family Trust.
Lindy Erasmus of Helluva Holdings.
Mariette Bruwer of Bulldog Hauliers.

Proxies received prior to the meeting:

Mr Allan Hunt (proxy given to Mr Thomson)
Mr Brynn Fenn (proxy given to Mr Thomson)
Mr Tim Groenewald (proxy given to Mr Ayres)

3. Membership:

Tracy indicates that 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 2024/2025 book year.

3.2 New members:

During 2024/2025 There were two new memberships.
Prop X registered as a member on 2024-09-13
Lucameer 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. (16 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 31 October 2025. 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. Tracy indicates that she 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.

5. PREVIOUS MINUTES OF MEETING:

5.1 Approval:

Tracy indicates that the minutes of the previous Annual General Meeting dated 21 November 2024 are considered read as this was available on the CID's website. Tracy enquires if there are any amendments to be made. There are no amendments. Tracy requests approval of the minutes. As there are no objections, the minutes are duly accepted as approved by the members present.

5.2 Matters arising :

Tracy indicates there was one matter arising namely the traffic situation in Tekstiel street raised by Mr Aiden De Vos of Luciamer Investments.

Tracy states that this aspect will be comprehensively covered in the feedback on operations report shortly. States that it is however still an ongoing process and asks Mr de Vos permission to address under point 7 of Agenda. Mr de Vos agrees.

6. CHAIRMANS REPORT 2024/2025

Tracy hands over to Mr Thomson who addresses the meeting as per attached Chairmans report.

7. FEEDBACK ON OPERATIONS 2023/2024:

Tracy indicates that today is the PIID's 23rd 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 Councillor Visser and Councillor Gqaba are still the appointed councillors and have observer status at CID board meetings.

Tracy indicates that the reporting at this year's AGM will be a little different to previous years, as instead of indicating all the aspects achieved, we would like to highlight the issues of concerns on which the board has extensively engaged relevant role players, as the reason why people come to this meeting is to engage on the things that were not attended and want to hear where in the process things are. Therefore we will speak to crime and cleansing due to it being the core reason for the CID existence and then the following issues that engagement commenced in the book year under review and is still ongoing :

Fresh water pipe replacements

Stormwater pipe replacements

Water reinstatements

Traffic situation

Tracy indicates that public safety and camera monitoring within the public space remain the CID's highest cost driver which cost R3 658 802.00 for the book year under review.

Tracy speaks to the decline in crime and indicates that it does not happen by itself. The PIID is surrounded by 2 of Ravensmead SAPS sectors which are the highest contributors to their crime stats in terms of serious and violent crimes.

Tracy states that these low statistics talk to dedicated daily proactive measures taken, with the added benefit of a CID manager with 30 years SAPS experience, an assistant with security industry experience and a service provider, Byers, who does the public safety for a quarter of all CID's. This in conjunction with our good working relationship with Ravensmead SAPS whom we meet with once a month on the first Wednesday of every month. This combination is the reason why we can report on such low crime figures within the CID boundary.

Tracy indicates that with regards to Cleansing:

COCT solid waste department is supposed to be the primary cleansing provider in the area.

We currently the past few months see COCT solid waste cleaners perhaps once a month.

This means that the CID supplementary service which costs R529 452.00 a year is the main service.

The CID cleaners accumulated 2941 bins and 2064 black bags of refuse in the reporting period, which equates to 2.5 bins and 2 bags of litter per day per cleaner.

Freshwater pipe replacements:

Tracy indicates that besides the inconvenience of not having water to flush toilets etc and other OHS risks for personnel, many companies rely heavily on water in their production.

Tracy indicates that there were 36 pipe bursts in the area in the reporting period and indicated after repeated requests and no indication when the area would be prioritized the board decided to escalate matters. The good news is that in May 2025 after the meeting with the Mayor, as arranged through Councillor Visser, the CID was informed that Assegaai and Industria Ring Road will be getting pipe replacements in the 2025/2026 financial year which is the one we are currently in. Tracy states that the City commenced work early and are currently on site in Industria Ring Road since 2 October 2025. Tracy indicates that the CID has also requested that Stellenberg, Tekstiel and Parin also be considered for outer financial years, since bursts have now escalated in those two streets of late. Tracy circulates a list of the burst pipes indicating the frequency and areas.

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Stormwater pipe replacements :

Tracy states the problem with pooling of water in the area : Initially the Elsieskraal river stormwater management plan (which speaks to the replacement of stormwater pipes) reports indicated that this would only be attended in 2030/2031 bookyear due to the fact that 2 x section 33 processes had to be run and there was no way around the legislative requirements with this being a major project in excess of R126 million. This was one of the aspects which the CID board placed on the agenda with the meeting with the Mayor on 2 May 2025, in addition to the long outstanding reinstatements in the area, amongst others. On 2025-06-25 the CID was informed that this project has been funded. In the interim RIM has assisted with extensive drain cleaning and with the excessive rain 25/26 June with gale force wind there was no significant pooling.

Water reinstatements :

Tracy indicates that long outstanding water reinstatements of over a year and a half due to freshwater pipe bursts were never finalized by 30 June 2025 as per the terms of the contract with NDG, the appointed contractor, where 20 sites should have been repaired. Zero were completed. By 23 July 2025 out of the reporting period 7 sites had been completed and currently there are 11 sites completed, 4 cutouts with tarring outstanding and 31 completely outstanding as pipes have continued to burst. Water and sanitation have indicated they have appointed a professional service provider for the ring-fenced catch-up project of 7000 within the next 8 months. This service provider is a consultant who will be dealing with the contract administration, and the next works package will commence February 2026.

Traffic issues :

Tracy states this is the matter arising from the previous minutes and adds that with COCT being the 9th most congested city in the world it is to be expected that this will affect all areas. Tracy informs that the CID has no mandate in terms of Traffic regulations and can merely phone for assistance when drivers are unwilling to co-operate. Tracy highlights the 3 issues experienced in the area, namely, trucks loading and offloading in the street blocking traffic, items being placed on pavements such as skips and containers, vehicles parking on pavements and businesses conducting business on pavements.

Tracy indicates that the CID sent out notices to all business owners requesting their co-operation, meetings were held with all role players and various business owners, follow up meetings were held with sub council, a traffic management investigation was requested and as a result land use investigations have been started by the relevant department. Daily the CID phones traffic for offending drivers and 64 calls were made in November month alone where drivers refused to co-operate. Tracy indicates that the CID has created a “formalized” truck lay by in the bottom of Stellenberg cul-de-sac, but this area cannot accommodate all the trucks that need to come off the streets.

Tracy states that in September this year all ward councillors were allocated 5 x LEO's (known as Neighbourhood safety officers : NSO) to address crime and other issues in the wards. The CID requested the use of such NSO's on an ad hoc basis from Councillor Visser to address the traffic transgressions in the area as these LEO are mandated to issue traffic fines as well.

So having done all above, Tracy indicates that basically there are only two options left for the CID after all other avenues are exhausted, and that is to request assistance from Business Retention and Expansion programme team and/or the employment of a fulltime LEO for the area. A meeting will be called in January 2026 for all business owners to discuss the problematic traffic situation in the area, whereafter a decision will be made to employ a full time LEO or not.

With regards to reporting of issues to COCT –

Tracy indicates that burst pipes are remaining constant with an average of 57 a year. Faulty streetlights have dramatically increased and the Electricity dept is thanked for their speedy turnaround time when faults are reported. Tracy states that potholes have also decreased and that is due to all the road resurfacing which has been done in the area in the past 5 years.

Projects :

In terms of the CID MOA with RIM the following was achieved in the reporting period: 2 pavements were created where there was none causing persons to walk in the road in Spin Street as well as Industria Ring Road. These pavements also stop excess sand from running into stormwater drains causing pooling of water during heavy rainfall.

A no stopping sign was erected in the bend in Spin Street.

Other:

The CID did the following out of own resources :

Grass cutting

Tree trimming in the area to open camera views.

The CID expanded on our camera network as follows in the bookyear:

a new camera at the back of a premises in Stellenberg Road in order to monitor the boundary reference of the substation to curb vandalism leading to blackouts.

A new camera was erected in Spin Street to monitor the hotspot,

Replaced various cameras reaching their end of lifespan.

Installed 20 x cloud base switches

Installed 2 x 4TB surveillance hard drives to increase storage capacity.

COCT refreshed road markings in area in September 2024

Tracy states that in closing she would like to commend RIM and electricity departments who certainly delivered : Tracy gives an example of :

23 December 2024 substation in Junction caught alight after a delivery truck reversed into it.

Fire brigade was able to extinguish the fire and we were able to provide the City with footage of the truck with registration etc. This happened around 16:48 the evening and by 11:00 the next day (24 December) the substation was replaced. This is no mean accomplishment taking into consideration that an entire new unit in excess of a million rand had to be procured.

8. APPROVAL OF THE ANNUAL REPORT FOR 2024/2025

Tracy indicates that the Annual report for 2024/2025 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 document. Nobody requires her to run through the document.

The document is approved by a unanimous show of hands.

9. NOTING OF AUDITED ANNUAL FINANCIAL STATEMENTS 2024/2025

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.

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 6 883 956.00 (excl VAT) and allocated R212 906.00 to the rolling bad debt reserve for the 2024/2025 financial year. Rolling bad debt reserve of R843 977.89 was refunded to the Parow Industria Improvement District in 2024/25.

Tracy requests noting of the 2024/2025 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 THE 2026/2027 BUDGET:

10.1. Tracy indicates that the budget was available on the website and talks to the business plan and implementation plan which was approved at the last AGM with the 5-year term renewal, but basically the budget comes down to an 8.9 % increase in rates for the coming year. The board is of the opinion that this is in line in order to sustain the current services provided with no negative impact on services going forward.

Mr Wouter Olivier of Prop X (7 votes) objects to the 8.9% and states that in his opinion it should be in the range of 5-7%. A short discussion ensues whereafter Tracy indicates that his objection is noted as such and all business owners now need to vote.

Mr Aiden de Vos of Lucameer Investments (4 votes) indicates that he abstains from voting.

All other registered members present vote in favour of the proposed 2026/2027 budget:

Richard Ayres (9 votes plus the 2 of proxy held for Tim Groenewal) Michael Birch (2 votes)

Andrew Thomson (2 votes plus 21 of proxy of Allan Hunt and 3 of Bynn fenn) Ian Adam (1 vote), Ralph Raad(18 votes as representative of 6 companies) and Sian Joy Eksteen (9 votes as representative of Austen Dundas Properties).

Summary :

67 votes in favour.

4 votes abstain.

7 votes against.

The 2026/2027 budget is there for deemed approved with a majority vote.

2. APPROVAL OF SURPLUS UTILIZATION FOR 2026/2027 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 : R32 000 will be spent on the continuation of the SPCA sterilization project and assistance in the area, and R318 000.00 for reinstatement projects – this is upgrading of sidewalks, creation of new sidewalks, parking spaces etc where required. R200 000 will be placed at capital expenditure for camera upgrades/replacements and accessories. Tracy asks if there are any objections and nobody objects. Tracy asks for approval and obtains approval from all present.

11. APPROVAL OF IMPLEMENTATION PLAN:

Tracy states that this was available on the website and it is taken everyone has gone through the document. Tracy asks if there are any objections. None raised. All members present approve the implementation plan for 2026/2027.

12. APPOINTMENT OF REGISTERED AUDITORS FOR 2026/2027

Tracy indicates that the CID has been using Nexia Cape Town to do the audit and enquires whether there are any objections to the continued use with a show of hands. There are no objections raised.

The Companies Act 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. Tracy proposes that SDK Chartered Accountants, be continued to be used for this service. Tracy asks if there is any objections with a show of hands.

Nexia and SDK Chartered accountants are therefor unanimously accepted by the Members present at the meeting for continued use in 2026/2027.

13. CONFIRMATION OF COMPANY SECRETARY FOR 2026/2027

Tracy indicates that Mr Hunt performed the functions of company secretary for the past bookyear. Tracy enquires whether there is any objection to Mr Hunt performing secretary duties going forward. 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.

14. 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 Birch and Mr Ayres 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 5 directors remain in their position. 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.

15. GENERAL:

No items under general for discussion.

16. QUESTIONS AND ANSWERS:

Tracy asks if there are any questions?

16.1 Mr Wouter Olivier of Prop X indicates he can see how the area has developed in the 20 years he has been in the area, but states members are now paying more and more municipal expenses through the CID. He asks what the arrears in terms of CID levies is: Mr Ayres indicates in the region of R400 000, but Tracy states it is in the region of R200 000 per month, but it is mostly 3 or 4 companies with large rolling amounts and then small amounts for all the others which could be a timing issue in terms of when the bills were paid. Mr Raad indicates he is very opposed to the CID taking over more and more work which should be done by the city under one's normal rates and taxes.

16.2 Mr Aiden de Vos of Lucinameer investments states his frustrations with repeat offenders in terms of traffic problems who in his opinion refuse to try. He refers to the misdirected response from Traffic services and the fact that he often notes them on the outskirts of the area doing the easy wins instead of addressing the issues inside the area. He states further that trucks parking on pavements is the reason that a day later water pipe bursts. These repairs are then not done by the CID or City, but by himself in terms of repairing his paving. He feels that he is paying for services that are not being delivered. Meetings were held with Subcouncil and still services and reports are delayed. He states further that Subcouncil mentioned that we must work together but it does not feel like this is happening. Indicates

that he wants it noted he is not happy with the situation and finds it shocking that people are not being called out for non-compliance, stating the fact that although we are all adults it is clear we can't all work together. Mr Thomson responds in saying that there is no evidence that trucks are causing pipe bursts but rather the fact that it is old infrastructure that cannot keep up with the pressure of businesses using large quantities of water per hour, and quotes one business as an example. He states further that the CID has actively tried to engage business owners and followed the route proposed by the mayor of engaging sub council, but it was found that they have no authority in the line departments . The CID is now engaging the City Manager's office as they allegedly have the authority in the departments. It is unfortunately a slow process.

Mr Ayres states that he agrees with the sentiments and the CID will keep on matters as even the mayor acknowledged that not all departments are on the same standard.

17. **ADJOURNMENT**

Tracy thanks everyone for attending and wishes everyone a safe festive season.
The meeting adjourns at 17:30 whereafter refreshments are served.

(original on file signed by Mr Thomson)
ANDREW DENNIS THOMSON
CHAIRMAN : PIID

(Minutes taken by T Engelke)