



OAKWOOD | HUGHENDEN | MEADOWS
COMMUNITY IMPROVEMENT DISTRICT

Annual General Meeting

5:30pm, 6 November 2024

The Dream Factory Soccer – Riverside Terrace

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 2023/24
8. Approval of Annual Report
9. Noting of Audited Financial Statements
for 2023/24
10. Approval of Budget 2025/2026
11. Approval of Implementation Plan for
2025/26
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 in our area.
- 72 registered members: 2 resignations and 4 new membership applications.
- Require 8 (10%) members to have a quorum.

5. Adopting of previous minutes - 8 November 2023



**Minutes of the Annual General Meeting
Oakwood Hughenden Meadows Community Improvement District
Not for Profit Company
Hout Bay Yacht Club at 17:30 on 8 November 2023**

Invitees

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

1. Present

OHMCID board: Dylan Joseph (chairperson, social responsibility director), Anzette van Staden (treasurer director), Bradley Brown (public safety & security director), Brad Bailey (cleansing & urban management director), Mark de Klerk (project manager) and Barbara Sziman (administrative assistant).

Members: Andrew Swift (by proxy), Abby Lewis (by proxy), Anne Tait (by proxy), Bradley Bailey, Bradley Brown, Catherina Diana Roeloffze, Cecile Castoldi, Charmaine van der Merwe, Deborah Lawson (by proxy), Dylan Joseph, Friedrich Nebe, Gareth Sayer, Gill Siebert (by proxy), Graeme Allen, Greg Zuccarini, Gusta Mia Blom (by proxy), Henk Pretorius, Jacobus van Staden (by proxy), James Higgins, Justin Lyold Wyer, Karen Gabriels (by proxy), Kim Conley, Maike Valcarel, Marius Wessels, Martin Schulze-Hulbe, Mike Sweeney (by proxy), Norman Brook, Ralph Kujawa, Rob-Manners Wood (by proxy), Tanya Hoekstra (by proxy), Thomas Jackson (by proxy).

6. Chairperson's report



Oakwood Hughenden Meadows CID Annual Report 2024

6 November 2024

The Oakwood Hughenden Meadows Community Improvement District (OHMCID) not-for-profit company concluded its fifth year of operation on 30st June 2024. Our first 5 years of operation and 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. It was a very busy year, and lots was accomplished, with a few outstanding items still.

Membership

We increased in our membership from 70 last year to 72 this year, with 2 resignations due to moving out of the area and then 4 new memberships.

Board meetings

The board has met 6 times this financial year including our AGM 2023 and on 2 of these occasions property owners have made representations. Once did we had City representatives participate in our meetings and only once did the Mount Oakwood Estate Homeowners representative come to our meetings.

7. Feedback on operations

1. Governance and finance – Anzette van Staden
2. Public safety and security - Bradley Brown
3. Environmental management - Rob Manners-Wood and Brad Bailey
4. Cleansing and urban management – Mark de Klerk
5. Social responsibility and Communication - Mia Blom

7.1 Governance and finance

- City continues to pay over additional rates each month
- Mount Oakwood Estate Home Homeowners Association's agreement finished on 30 June 2024.
- Board continues to meet every second month, with additional ad hoc meetings when necessary.
- First 30 min of a Board meeting any owner can attend, needs to confirm a week before via e-mail to the board.
- We had our 5th clean (unqualified) audit report.
- Income for this year was from our additional rates, contributions of MOEHOA, previous surplus funds and fundraising and donations.
- Over 60% of income goes towards our core business.
- All directors are unremunerated.



7.1 Governance and finance

- Director changes
 - Brad Brown and Mia Blom are resigning at the AGM 2024 on 6 Nov 2024.
 - Mia Blom will stand again for re-election.
- Director's public liability indemnity is in place
- Procurement policy and payment procedures approved/endorsed by City
- Feedback given to City on draft CID Policy and By-law changes
- We report monthly to the CID department.

7.1 Governance and finance:

Implementation plan 1 July '24 - 30 June '25



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.



OAKWOOD | HUGHENDEN | MEADOWS
COMMUNITY IMPROVEMENT DISTRICT

OAKHURST HUGHENDEN MEADOWS CID IMPROVEMENT DISTRICT (OHM CID)

5 YEAR IMPLEMENTATION PLAN

1st July 2024 to 30th June 2025

MANAGEMENT AND OPERATIONS										
NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE	COMMENTS
				Y1	Y2	Y3	Y4	Y5		
1	Appointment of relevant service providers	Appointment of appropriately qualified service providers	Year 1	→					Board and Project Manager	Operational Service providers to be appointed by means of a well documented fair, equitable, transparent and competitive process. Review service provider appointment in last year of contract period by means of a well documented fair, equitable, transparent and competitive process.
2	Appointment of suitably qualified staff	Appointed suitably qualified staff	Year 1	→				→	Board and Project Manager	Operational Well documented recruitment and selection process. For contracted staff, review staff contracts in last year of contract period.
3	Appoint an auditor	IRBA registered auditor appointed	Year 1	→					Board	Operational IRBA registered auditor appointed at the AGM.
4	Board meetings	Quarterly Board meetings	Quarterly	4	4	4	4	4	Board and Project Manager	Annual Report Quorum of directors present at every meeting. Feedback per portfolio. Keep minutes and file resolutions.
5	Monthly Progressive Income and Expenditure Report to CCT	Submit reports to the CID Branch by 15th	Monthly	12	12	12	12	12	Treasurer and Accountants	Operational and Board Refer to Finance Agreement. Submit reports to the CID Branch. Board to track budget implementation and institute corrective measures when required.
6	Audited Annual Financial Statements	Unqualified Audited Annual Financial Statements	Annually	1	1	1	1	1	Accountants and Board	Board, Operational and Annual Report Annual Financial Statements audited and signed by nominated Directors.
7	Submit Annual Financial Statements to City	Signed Annual Financial Statements submitted to City	Annually	1	1	1	1	1	Board	Operational Signed AFS submitted to the CID Branch by 31 August of each year.

7.2 Public safety and security



Camera network and monitoring

- All cameras are functioning during load shedding.
- Omnivision and CCP control room manages our monitoring

Main Road Intersection and top gate in Hughenden

- Lights assisting with visibility at night.

Completed projects

- Main road Phase 1 was implemented. It gives us approx 80% cover across the front boundary. With cover in the front for the Gulley gate. This will close the last boundary that has no cover.

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 guards definitely contributes to a pleasant experience for residents and visitors, we contracted ADT to provide the guards.
- Solar light was installed to help with visibility at night.



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
- Break-in at High Meadows property between 19:45-21:45 14th September 2023
 - Break-in at Hughenden Rd property between 10:30-12:30 7th November 2023
 - Muggings along Hughenden Road

7.2 Public safety and security

- **New projects for FY25**

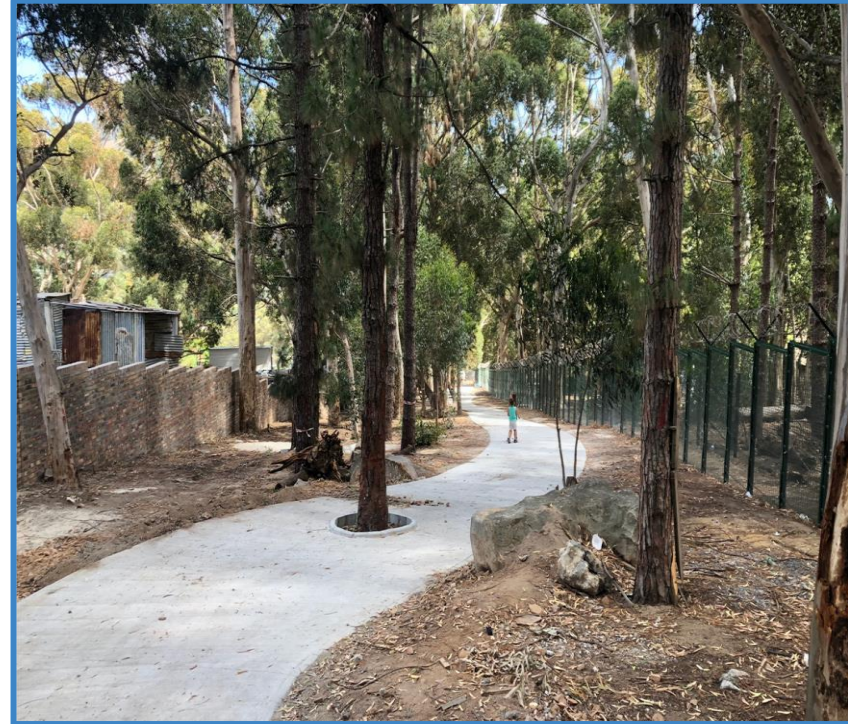
High Meadows Camera project

Bottom of Grotto way Camera projects

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 an illegal parking problem. The CID is working with the community of IY and the City. We do get the traffic police involved to remove unlicensed cars.
- The top gate is open only for school transport and emergency vehicles.



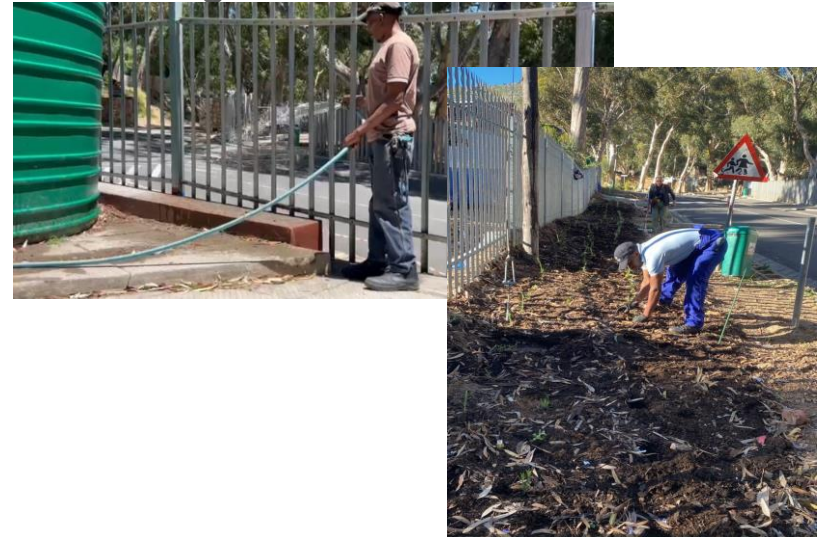
7.3 Environmental Management

- 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 LCA-Parks Dept
 - Road reserve cleared of majority of Port Jackson, but will still need a bit of maintenance
 - Firebreaks cleared
 - Focus on Entrance Upgrade project and planting in front of the school
 - Small indigenous bed on the Meadows as well as seating.
 - Steps up the gulley and into the forest.

7.3 Environmental Management

Entrance upgrade

- We planted indigenous plants as another phase of improving the entrance of our area.
- Gutter repairs at the school was done and rainwater can now be harvested through the JoJo Tanks and used to water this garden.



7.3 Environmental Management

Entrance upgrade

Before



After



7.3 Environmental Management

Entrance upgrade

Phase 4 (this year, FY24)

- Irrigation was added
- Watered every second day.
- Second batch new indigenous plants between the other plants and have put mulch down.
- Planted a full bed of indigenous (to this area) plants alongside the school fence that will soften and green the entrance one established

2022



7.3 Environmental Management

General Curb and safety management

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



7.3 Environmental Management

Meadows park

Promotion of biodiversity:

- Demo bed of local indigenous plants; No mow” areas during seeding season to allow indigenous plants to compete vs. grass

Facilities provided:

- Benches and tables
- Kiddies playpark built with neighbourhood involvement in planning and funding
- Stairs on the slope on W-side to lower gate
- Additional pathways around the Meadows
- Entrance and driveway cleared and planted
- Successful inaugural community carnival

7.3 Environmental Management

Meadows park

- Shade tree planting on the meadow
- Further enhancement of the Hughenden Rd. entrance
- 2nd play Park in the forest; Bird hide?
- Explore lease of the Meadow park: water/ electricity supply; regular maintenance /market?
- Community events (movie night, kiddies party venue,concerts, camp out, dog shows; celebrations (spring; xmas, other)
- Band stand, covered area

7.3 Environmental Management

Meadows Forest

- Forest paths developed
- Gate with slam lock & access code
- Steps built at forest entrance
- Inaugural Community trail run
- Play equipment erected above the reservoir

Illegal dumping of rubbish and garden refuse and tree cutting continues to be an issue

Lots of plans for the forest

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
- We appointed Isolezwe Security Services' Environmental Officers 5-days a week Environmental officers, they help clean along the safe pathway, Hughenden Road and in front of school.
- Two waste deposit sites along Hughenden Road for our residents and IY residents, which the Officers look after as well.
- One waste site was damaged by grab truck, skips were installed.
- A gate was installed by the City at the top of Hughenden to IY and we have 2 Officers working at the gate to allow school traffic through and to make sure the Emergency vehicles have access to IY.





7.4 Cleansing and Urban Management



7.5 Social Responsibility

- Contribution to the Oranjekloof Moravian Primary School, as part of entrance upgrade project:
 - Indigenous plants along school fence
 - Gutters were attached to their JoJo Tanks to harvest rainwater.
 - A water pump was installed to help with watering of the garden beds
 - Assistance with their security
- As part of the Hughenden Restoration Project we contracted Isolezwe Security Services from IY for the Environmental Officer service to maintain safety in Hughenden Road and the Safe Pathway on -11 October 2021
- As part of the Top Gate installation we have appointed another two Isolezwe Security Services Officers to manage the flow of registered vehicles going through the gate.



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 quarterly newsletters then previous years.
- Website has been updated as it was missing important information and we keep it updated
- A number of residents informed us they were not aware of the WhatsApp notifications group. After re-sending the link we uploaded another 32 individuals.
- We used short notifications to connect with residents as a number of residents don't have the time to read communication.
- We have updated our white Notification Board at the boom

8. Noting of 2023/24 Annual Financial Statements

OAKWOOD HUGHENDEN MEADOWS COMMUNITY IMPROVEMENT DISTRICT NPC

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

REGISTRATION NUMBER

2019/377250/08

DIRECTORS

B Bailey
G Blom
B Brown
R Manners-Wood
A Van Staden

NATURE OF BUSINESS

Providing Services to the Special
Rating Areas of Oakwood,
Hughenden and Meadows

REGISTERED ADDRESS

32B Whittlers Way
Hout Bay
7806


AUDITORS

Harry Curtis & Co.

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11. Approval of Implementation Plan for 2025/26

Implementation plan 1 July '25 - 30 June '26

		OAKWOOD HUGHENDEN MEADOWS COMMUNITY IMPROVEMENT DISTRICT 5 YEAR IMPLEMENTATION PLAN 1st July 2024 to 30th June 2029									
MANAGEMENT AND OPERATIONS											
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3	Appoint an auditor	IRBA registered auditor appointed	Year 1	→				→	Chairperson and Board	Operational	IRBA registered auditor appointed at the AGM.
4	Board meetings	Bi-monthly Board meetings.	Bi-monthly	6	6	6	6	6	Chairperson and Administrator	Annual Report	Quorum of directors present at every meeting. Feedback per portfolio. Keep minutes and file resolutions.
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7	Submit Annual Financial Statements to City	Signed Annual Financial Statements submitted to City	Annually	1	1	1	1	1	Treasurer	Operational	Signed AFS submitted to the CID Branch by 31 August of each year.
8	Review arrears list	Report arrears to board	Quarterly	4	4	4	4	4	Treasurer	Operational	Board Members in arrears cannot participate in meetings and members in arrears cannot participate in AGMs.
9	Annual feedback to members at AGM	Host legally compliant AGM	Annually	1	1	1	1	1	Chairperson, Board and Administrator	Board	Host successful AGM before 31 December.
10	Submit Annual Report and Annual Audited Financial Statements to Sub-council(s)	Submit AFS and annual report to Subcouncil within 3 months of AGM.	Annually	1	1	1	1	1	Chairperson and Administrator	Operational	Submit proof of submission to CID Branch.
11	CIPC Compliance • Annual Returns	Submit Annual Returns to CIPC within 30 business days of company registration date	Annually	1	1	1	1	1	Treasurer	Operational	Submit proof of submission to CID Branch.

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

SIGNATURE CONSULTING (PTY) LTD

4 Adelaide Road, Plumstead, 7800

P O Box 53067, Kenilworth, 7745

Tel: 021 762 0255

Fax: 021 797 6041

Email: office@curtisco.co.za

14. Election of Board Members - Current

Portfolio	Current director	Alternate/back-up
Social responsibility	Mia Blom	
Finance & Governance	Anzette van Staden	
Public safety & security	Bradley Brown	
Cleansing & urban management	Brad Bailey	
Environment management	Rob Manners-Wood	
Communication	Mia Blom	

14. Election of Board Members

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

Resignations:

- Mia Blom - available for re-election
- Bradley Brown

Nominations

- Mia Blom – Communication and Social Responsibility (Re-election) - 1 year left

15. General

16. Q & A

17. Adjournment