



OAKWOOD | HUGHENDEN | MEADOWS
COMMUNITY IMPROVEMENT DISTRICT

**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, Maïke 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).

CCT CID Department: Joepie Joubert

2. Welcome and apologies

Dylan Joseph (DJ) welcomed everyone in attendance and noted that he would chair the meeting. He confirmed apologies from Mia Blom (communication director), Rob Manners-Wood (environment director) and welcomed Joepie Joubert from the City of Cape Town (CCT) CID department.

DJ noted that the Company had delivered the required notice of the meeting to all members in the form and manner prescribed in section 11.4 of the Company's Memorandum of Incorporation (MOI). Furthermore, he noted that, as prescribed by section 11.3 of the company's MOI, the Company had received consent from the CCT to convene the meeting outside of the boundaries of the OHM Special Ratings Area at the Hout Bay Yacht Club.

3. Members

3.1. Resignations

DJ noted that to the Board's knowledge, one member had resigned through property sale or otherwise since the last AGM, and two new members signed up.

4. Quorum to constitute meeting

DJ noted that 31-members were in attendance (19 in-person and 12 via proxy).

5. Previous AGM minutes

5.1 Approval

The minutes of the meeting held on 30 November 2022 were accepted and approved as accurate and complete by all present. The approved minutes can be viewed [here](#).

5.2 Matters arising

There were no matters arising.

6. Chairman's Report

The Chairperson, Dylan Joseph, presented his report on the activities of the board for FY23, including some more recent developments.

7. Feedback on operations 2022/23

Anzette van Staden (AS) provided members with an update on the Company's operations. The presentation can be viewed [here](#).

7.1 Finance

AS explained the system financially at OHMCID. She confirmed that everything is well managed, audited, and filing is in order.

7.2 Safety & Security

Brad Brown stated that the crime in the OHM area remained very low in the past year. He explained what security measures we have in the area and what projects we have for the next year.

It was noted that there are 30 cameras in the area.

Brad Brown explained the new projects for next year:

7.2.1. Project: Main road project. Covering the boundaries at Main rd and front of the Gully Gate area. It is funded from this year's surplus funds.

7.2.2. Projects: Last break-in incident made it necessary to have new technology CCTV along the top.

An update was given on crime in the area.

Mark de Klerk (MK) gave updates on the Hughenden Safe Pathway.

7.3 Environmental management

AS explained what was done successfully in the past year in the area and what needs to be done.

1. Cut the Meadows
2. Remove alien vegetation
3. Clear Hughended site at the top
4. Road reserve cleared of Port Jackson
5. The firebreak was cleared
6. An evacuation plan is in progress
7. Isolezwe Security Services were contracted
8. Focused on the Entrance Upgrade project

7.4 Cleansing and Urban Management

Brad Bailey gave an update on the Meadows Park and Meadows Forest projects.

1. Promotion of biodiversity at Meadows Park
2. Clearing and developing Meadows Forest

Brad Bailey noted the plans and projects for the area:

1. Installing a playpark in the forest
2. Organizing more community events

AS pointed out that illegal dumping of garden refuse is a fire danger.

AS noted that the key for the locked gate at the top of Hughenden is available at the guard hut, fire department, and other places. Illegal parking remains a big concern at the top of Hugheden, she noted the board is working on a solution.

7.5 Social Responsibility

MK explained the plan in Oranjekloof Moravian Primary School as social responsibility.

1. Indigenous plants along the school fence
2. Roof gutters were attached to the JoJo tanks to harvest rainwater to be used 1stly for the gardens and if possible for the toilets and bathrooms.

7.6 Communication

AS explained that Mia Bloom and Barbara Sziman are responsible for communication on WhatsApp notification groups of OHMCID. She noted that the OHMCID website has been updated and all documentation and information are uploaded there.

The notification board at the boom was updated. She asked residents to please keep an eye put for new communication there and to be on all our WhatsApp groups.

8. Noting of Audited Financial Statements 2022/23

The financial statements drawn up by the registered auditors Harry Curtis & Co. for the financial year ending 30 June 2023 were noted. The AFS can be viewed [here](#).

One of the members asked why the retained earnings are so high and is the surplus fund can be used. AS and Joepie Joubert answered that regarding the CID policy. The company has to have two months of income in its bank account. The remaining funds can be used for future capital expenses and projects. The company must align with the 5 years-plan and what the city allows.

9. Approval of extension of the 5-year term Business Plan 2024-2029 (includes the approval of the 2024-25 Budget and Implementation Plan)

Anzette van Staden explained that the last 5-year term will be finished in June 2024. The members must decide on the continuation of the CID. The members have to accept the business plan with the term budget. She explained that the business plan contains two budgets as Mount Oakwood Estate Homeowner Association (MOEHOA) still needs to give feedback if they will renew their contract with the OHMCID. Before the forming of the CID, a special contract was signed by the steering Committee and the Trustees of MOEHOA to exclude MOEHOA owners and area from our CID and they will contribute separately to the CID. DJ expressed his concerns about the negative impact on security and finance if MOEHOA stops contributing next year. The Business Plan 2024-2029 can be viewed [here](#).

The following projects will be implemented or continued in the next term:

- 9.1 Main road camera project
- 9.2 Technology upgrade (1st year - R80000, 2nd year - R80000, 3rd year - R100 000)
- 9.3 Environment - maintenance, and cleaning (Pathway and Zip-it-in-a-Zippie-Bin)
- 9.4 Meadows Park Biodiversity Project
- 9.5 Whittlers Forest Project
- 9.6 Entrance Garden Project
- 9.7 Neighborhood Verge Competition Project
- 9.8 School Security Upgrade Project
- 9.9 School Food Garden Project

9.10 Triangular Site Project involvement

The members of the Company approved, by way of an ordinary resolution, the Business Plan 2024-2029 as presented.

10. Budget

10.1 Noting of additional surplus funds utilised in 2022/23 (approved by the Board)

Members of the Company noted the additional surplus funds utilised in 2022/23 for Projects and Capex as presented.

10.2 Approval of additional surplus funds utilisation for 2024/25

Anzette van Staden explained the rollover of R106,606 in surplus funds for FY24/25. As presented, she noted that the Board proposed the surplus funds would be utilised as follows: Capital - Cameras R71,606; Fence R35,000.

The members of the Company approved, by way of an ordinary resolution, the surplus utilisation for FY 2024/25 as presented.

11. Appointment of Registered Auditor

The Members of the Company approved, by way of ordinary resolution, that Harry Curtis & Co. continue as the Company's auditors for the 2023/24 financial year. It was noted that the 2023/24 financial year will be the final year of the current auditors, but we can vote at next year's AGM to retain them for another 5 year period.

12. Confirmation of Company Secretary

AS confirmed that Signature Consulting (PTY) Ltd would serve as the Company Secretary, as prescribed by the Companies Act, No. 71 of 2008.

13. Election of Board Members

As required by item 5(1)(b) of Schedule 1 to the Act, at least 1/3 (one-third) of the directors need to resign every year at the AGM, but shall be eligible for re-election. Therefore two of the four directors, Dylan Joseph and Bradley Brown resigned. It was noted that Bradley Brown would be available for re-election.

The following nominations for Directors were received as required, before the AGM and have been confirmed by the Board as members in good standing with the CCT and comply with the Companies Acts requirements to become a Director: Bradley Brown,

The members of the Company approved, by way of an ordinary resolution, the re-election of Bradley Brown as a Director such that the Board comprises a total of five directors, including Mia Blom Anzette van Staden, Brad Bailey and Rob Manners-Wood.

AS noted that the board needs volunteers, and invited members for helping to the board if they can.

14. Special Resolution - Amendment of the new MOI

Amendment of the new Memorandum of Incorporation (MOI) as contemplated in Section 16(5)(a) of the Companies Act, Act 71 of 2008, was explained by AvS and the members voted on and accepted the new MOI.

15. Questions and answers

- The board members answered various questions raised by members.

15.1 How the cameras are monitored?

Bradley Brown: We are contracting Omnivision to monitor the perimeter links. We get reports and network searches in the morning and the afternoon, and post if they pick up something during the day. We have battery back-ups if load-shedding occurs.

15.2 The following years rate increases will occur. What is the increase based on? On one's property value or the rate?

Joepie Joubert: The increase will be based on the higher percentage of the rate.

AS: If MOEHOA won't continue to contribute, a 20.9% increase will occur. If they will stay, only 15.9% will be the increase. We need to increase to cover the company's expenses.

15.3 Does one need to be a homeowner to be a director?

AS: yes one needs to stay in the area to be a director on the board.

JJ: However a property owner can mandate a rentee to represent him.

15.4 How is the relationship of Oranjekloof Moravian Primary School's principal?

MK noted he is extremely grateful for the community help and the organisation. He is always helpful and complementary by us.

15.5 One of the members asked about the food program and offered her help.

15.6 Who will replace Dylan as chair and Social Responsibility director? Is he resigning from both?

AS yes, he won't be the chair or the responsible person for the Social Responsibility portfolio.

The chair will be decided by the board in the first meeting in January.

15.7 When will be the graveyard fence fixed at the bottom?

MK explained the struggle and why it takes so long, but we are at the final stage and only waiting for the City on acceptance on the budget for the repairs.

15.8 Did the board consider approaching the city to leave a CID and become a closed estate?

DJ explained that we never thought about this before. It would be very expensive to implement it.

15.9 A member raised his concern about the hikers gate as many times people leave it open.

JD suggested putting on a sign asking passing people to make sure the gate remains closed and investigating the cost of a camera.

15.10 A member requested a solution, to put on a sign at the road at the Meadows where is no pavement and it is a blind spot.

It is under discussion and working on some solutions.

15.11 Director's husband's interest declared

Anzette van Staden declared that they at 6 Whittlers Way give the Borehole water to the Entrance garden. Her husband is the owner of the property and the board engaged with him in 2021 about this. AS was not a director at that stage and was not a party to the negotiations or contract. All pipes and meters within his property was purchased by himself and all pipes outside his property was purchased by the CID. The contract they have is for R700pm for the electricity to run the Borehole pump. He has not invoiced for any usage since inception, but if the need arise, then there is a contract in place.

16. Adjournment

There being no further business, CT closed the meeting at 8:15pm.

Adoption of minutes

These minutes were adopted as accurate and complete by the members of the annual general meeting:

Date: 2024/01/03

Signed:  _____