
OHM
OAKWOOD | HUGHENDEN | MEADOWS
COMMUNITY IMPROVEMENT DISTRICT
Annual General Meeting
AGM 2026
5:30pm, 3 November 2026
The Dream Factory Soccer – Riverside Terrace

Agenda

1. Registration
2. Welcome & Apologies
3. Membership
   - Resignations
   - New Members
4. Quorum to Constitute Meeting
5. Adopting of previous minutes
6. Chairperson’s Report
7. Feedback on Operations 2025/26
8. Approval of Annual Report
9. Noting of Audited Financial Statements for 2025/26
10. Approval of Budget 2027/2028 and Surplus utilisations
11. Approval of Implementation Plan for 2027/28
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

- Welcome neighbours to our 7th AGM.
- 163 properties in our area.
- 77 registered members: 1 resignations and 3 new membership applications.
- Require 8 (10%) members to have a quorum.

5. Adopting of previous minutes - 4 November 2025

OHM OAKWOOD | HUGHENDEN | MEADOWS COMMUNITY IMPROVEMENT DISTRICT

Minutes of the Annual General Meeting

Oakwood Hughenden Meadows Community Improvement District Not for Profit Company

The Dream Factory at 17:30 on 04 November 2025

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

1. Present
OHMCID board: Anzette van Staden (chairperson, governance & finance director), Brad Bailey (cleansing & urban management director), Rob Manners-Wood (environmental director), Mark de Klerk (project manager) and Caro Stelling (administration).

Members:
Peter Becker, J Blom (by proxy), Kim Conley, De Keukelaere (by proxy) Karen Gabriels, Goby/van der Merwe (by proxy), DH Joseph, K Krapf (by proxy), D Lawson (by proxy), F Nebe, Meadow Brook Properties, H Pretorius (by proxy), M Grunthal, Tanya Hoekstra (by proxy), Henk Pretorius (by proxy), Gill Siebert (by proxy), Chris Tisdall, Jacobus van Staden (by proxy), Greg Zuccarini (by proxy), Thandi Rouse (by proxy)

6. Chairperson's report

OHM

OAKWOOD | HUGHENDEN | MEADOWS

COMMUNITY IMPROVEMENT DISTRICT

ANNUAL REPORT

Annual Report and Financial Statements for the year ended 30 June 2026

Oakwood Hughenden Meadows Community Improvement District NPC

Registration no. 2019/377250/08

7. Feedback on operations

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

7.1 Governance and finance

- City continues to pay over additional rates each month
- 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 7th clean (unqualified) audit report.
- Income for this year was from our additional rates, surplus funds and donations.
- Almost 60% of income goes towards our core business.
- All directors are unremunerated.
- Director changes
    - Tandi Rouse was elected as a new director at the AGM 2025.
    - Rob Manners-Wood and Brad Bailey are resigning at the AGM 2026.
- Director's public liability indemnity is in place
- Procurement policy and payment procedures approved/endorsed by City
- We report monthly to the CID department.



7.1 Governance and finance:

Implementation plan 1 July ’25 - 30 June ’26

OHM OAKWOOD | HUGHENDEN | MEADOWS COMMUNITY IMPROVEMENT DISTRICT

OAKWOOD HUGHENDEN MEADOWS CID IMPROVEMENT DISTRICT (OHMCID)

5 YEAR IMPLEMENTATION PLAN

1st July 2025 to 30th June 2026

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 boundary cameras were upgraded to thermal cameras.
- 4 New cameras were added to Hughenden Road, all of them are thermal cameras as well.
- 6 Cameras were added to High Meadows at the mountain side.
- Omnivision and CCP control room manages our monitoring.

Main Road Intersection, Whittlers intersection and top gate in Hughenden

- Lights assisting with visibility at night



7.2 Public safety and security

Area access boom

- The Meadows boom access point has over time proved to be very successful over the years at keeping opportunistic crime elements at bay
- The boom guards assess people coming in and if they feel uncomfortable, they will radio it in.
- Fidelity ADT are providing the guards and do patrols through the neighbourhood.
- 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:
  - Meadow boom
  - Vigilant residents and property owners, and WhatsApp groups
  - Hard work and dedication of CCP together with the help of ADT and Deep Blue and SAPS
  - Lights at Hughenden Main Rd intersection and Hughenden Whittlers Intersection
  - Property owners having spotlights on at our area boundaries.
- Muggings along Hughenden Road
- 5 Hughenden Road Vacant Property Problems, affected 3 adjacent properties on more than 3 occasions
- 6 Hughenden Road Burglary
- 9 Hughenden Road Burglary
- Moravian School Burglary

7.2 Public safety and security

- **Road safety**
    - Speed calming signs installed on Whittlers Way.
- **New projects for FY27**
    - Hughenden Road Patroller Project
    - Hughenden Corner 1 Camera Project
    - Upgrades to a few old cameras in Hughenden will be done in the next financial year.
    - Woodcutter Grove Estate shared camera project

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 that causes havoc for cars. We are in discussion with CCT regarding possible solutions.
- 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 unlicenced cars.
- The top gate is open only for school transport and emergency vehicles, closed on Saturday afternoons and Sundays.



7.3 Environmental Management

- Spent a lot of time chasing the City to
  - Cut the meadow and Foresters Close Circle
  - Remove alien vegetation (esp. Port Jackson) from the road reserve
  - Remove alien vegetation and clear fire breaks above Peterhof Road and in Erf 1458 above Woodcutters Grove Estate.
  - Clear erf 2286 (above Hughenden) of alien vegetation and faeces
  - Clearing of alien vegetation in the Forest and having a new planting plan
- Successes:
  - Have good line of communication with Hout Bay Parks Dept
  - Road reserve cleared of majority of Port Jackson, but will still need a bit of maintenance, thanks to The Friends of the Rivers of Hout Bay.
  - Indigenous beds on the Meadows are growing well
  - 12 Trees planted on Meadows Park and 1 tree lost, but they are growing well.
  - Laterite pathway on the Meadows Park.

7.3 Environmental Management

- Plans for the next year:
    - Getting the Forest alien vegetation and fire break removal plan from the City,
    - Focus on Entrance Upgrade project and planting in front of the school and getting water to the beds.
    - Focus on verge cleaning up in Hughenden Road.
    - Indigenous planting on Foresters Close Circle.
    - Property owners are still responsible for their own verge beautification and we will run a Verge Beautification Competition, with criteria: most beautiful verge and most improved verge, and any other ideas are welcome.
    - Forest seating areas and playground improvement.
    - Getting the Meadow Gully restoration plan from the City

7.3 Environmental Management

Entrance upgrade











7.3 Environmental Management

Meadows park









7.3 Environmental Management

Meadows Forest

- Illegal dumping of rubbish and garden refuse and tree cutting continues to be an issue – would like bordering neighbours to do a community clean up. Clean up in front of your fence line, all rubbish and garden refuse.
- New access control keypad
- Awaiting CCT approval for invasive tree removal.



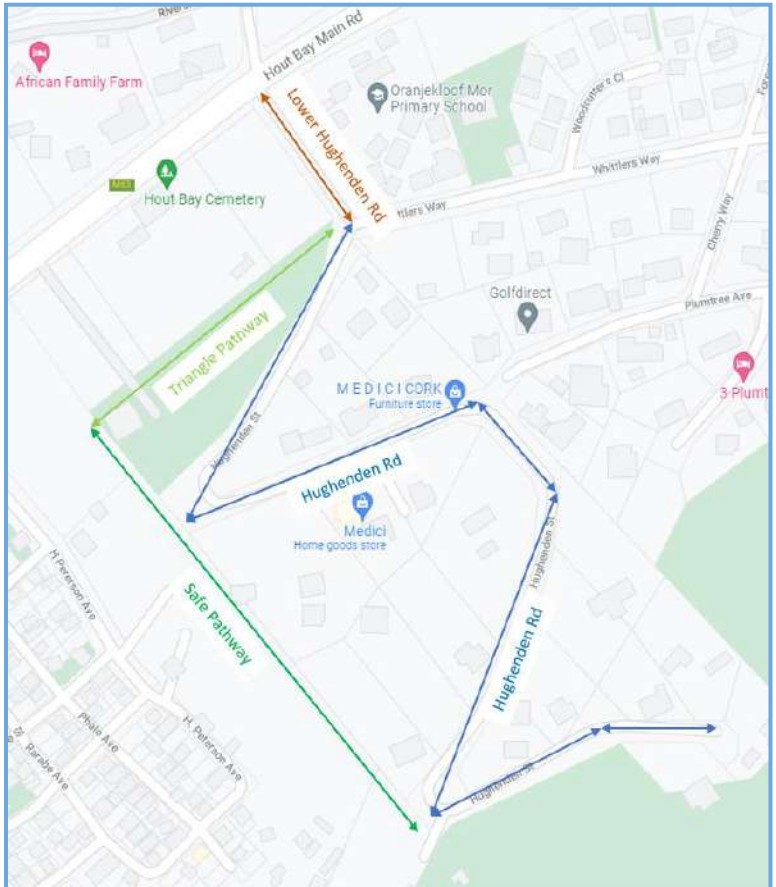


7.4 Cleansing and Urban Management

- 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 and people throwing liquids into stormwater system.
- We appointed Isolezwe Security Services' Environmental Officers 5-days a week, they help clean along the safe pathway, Hughenden Road and in front of school, we get daily reports.
- Two waste deposit sites along Hughenden Road for our residents and IY residents. One waste site was damaged by grab truck, 2x skips were installed at Corner 3 and one is a bigger skip to handle the waste, awaiting another skip from the City for Corner 1.



7.4 Cleansing and Urban Management





7.4 Cleansing and Urban Management











7.5 Social Responsibility

- Contribution to the Oranjekloof Moravian Primary School, as part of entrance upgrade project:
  - Hikvision Monitor for the school reception to help view their entrance gate
  - Stationery collection by residence
- As part of the Hughenden Restoration Project, we contracted Isolezwe Patrollers 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 Patrollers 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 have 3 official WhatsApp Groups:
  - OHM Emergency
  - OHM Chat
  - OHM Notification
- Other WhatsApp Groups:
  - OHM Marketplace
  - OHM Forest Dog Walkers
- Quarterly newsletters.
- Website is kept up to date.
- 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 2025/26 Annual Financial Statements

OAKWOOD HUGHENDEN MEADOWS COMMUNITY IMPROVEMENT DISTRICT NPC
(REGISTRATION NUMBER : 2019/377250/08)
ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2026

OAKWOOD HUGHENDEN MEADOWS COMMUNITY IMPROVEMENT DISTRICT NPC
(REGISTRATION NUMBER : 2019/377250/08)

ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2026

10. Approval of Budget 2027/28

OAKWOOD HUGHENDEN MEADOWS COMMUNITY IMPROVEMENT DISTRICT
5-YEAR TERM BUDGET
1 July 2024 to 30 June 2029

	Reviewed 2024/25		Reviewed 2025/26		Reviewed 2026/27		Council Approved 2027/28		Proposed Budget 2027/28		Variance		2028/29	
INCOME	R		R		R		R		R		R		R	
Income from additional rates	-1,307,778	92.5%	-1,466,166	100.0%	-1,605,329	97.0%	-1,745,166	100.0%	-1,745,166	#DIV/0!	-	#DIV/0!	-1,922,922	100.0%
Other: Accumulated surplus	-106,604	7.5%	-	0.0%	-50,000	3.0%	-	0.0%		#DIV/0!	-	#DIV/0!	-	0.0%
Other Income: Specify	-	0.0%	-	0.0%	-	0.0%	-	0.0%		#DIV/0!	-	#DIV/0!	-	0.0%
TOTAL INCOME	**-1,414,382**	100.0%	**-1,466,166**	100.0%	**-1,655,329**	100.0%	**-1,745,166**	100.0%	-	#DIV/0!	-	#DIV/0!	**-1,922,922**	100.0%
EXPENDITURE	R		R		R		R		R		R		R	
Employee-related	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
Salaries and wages	-		-		-		-				-		-	
PAYE, UIF and SDL	-		-		-		-				-		-	
Allowances: Locomotion	-		-		-		-				-		-	
COIDA	-		-		-		-				-		-	
Bonus	-		-		-		-				-		-	
Core business	**807,000**	57.1%	**897,885**	61.2%	**978,023**	59.1%	**1,059,837**	60.7%	**1,119,837**	64.2%	**60,000**	-1649267	**1,169,285**	60.8%
Cleansing services	240,000		253,200		278,520		279,972		337,800		57,828		307,970	
Environmental upgrading	41,000		77,000		78,050		94,258		43,353		-50,905		95,649	
Law enforcement officers			-		-		-		-		-		-	
Public safety	390,000		436,485		480,133		528,147		535,500		7,353		580,956	
Public Safety - CCTV monitoring	104,000		88,000		96,800		106,488		167,212		60,724		117,140	
Public Safety - CCTV - Leasing of cameras			-		-		-		-		-		-	
Social upliftment	20,000		30,000		30,000		35,000		20,000		-15,000		50,000	
Urban maintenance	12,000		13,200		14,520		15,972		15,972		-		17,570	
Depreciation	**80,000**	5.7%	**76,515**	5.2%	**98,936**	6.0%	**121,780**	7.0%	**121,180**	6.9%	**-600**	16492674	**143,455**	7.5%
Repairs & Maintenance	**31,000**	2.2%	**18,000**	1.2%	**19,800**	1.2%	**21,780**	1.2%	**28,012**	1.6%	**6,232**	-1713039	**23,976**	1.2%
Interest & Redemption	-	0.0%	-	0.0%	-	0.0%	-	0.0%		0.0%	-	0.0%	-	0.0%

10. Approval of Surplus 2027/28

OAKWOOD HUGHENDEN MEADOWS COMMUNITY IMPROVEMENT DISTRICT

Proposed Budget 2027/28

PROPOSED UTILISATION OF ACCUMULATED SURPLUS

		Proposed Budget R	
	EXPENDITURE		
1.	**Projects**	**50,000**	**100.0%**
	Entrance Area	50,000	
	TOTAL EXPENDITURE	**50,000**	**100.0%**

11. Approval of Implementation Plan for 2027/28

Implementation plan 1 July ’27 - 30 June ’28

OAKWOOD HUGHENDEN MEADOWS COMMUNITY IMPROVEMENT DISTRICT (OHMCID)

5 YEAR IMPLEMENTATION PLAN

1st July 2027 to 30th June 2028

MANAGEMENT AND OPERATIONS

NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE		COMMENTS
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3	Appoint an auditor	IRBA registered auditor appointed	Year 1	→					Manager and Board	Operational	IRBA registered auditor appointed at the AGM.
4	Board meetings	Quarterly Board meetings.	Quarterly	4	4	4	4	4	Manager and Board	Annual Report	Quorum of directors present at every meeting. Feedback per portfolio. Keep minutes and file resolutions.
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6	Audited Annual Financial Statements	Unqualified Audited Annual Financial Statements	Annually	1	1	1	1	1	Manager 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	Manager	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	Manager	Operational	Board Members in arrears cannot participate in meetings and members in arrears cannot participate in AGMs.

12. Appointment of Registered Auditor

Sommerville and Associates Inc

Chartered Accountants (SA)
Registered Auditors
IRBA Registration No. 902323



13. Confirmation of Company Secretary

Anzette van Staden

Secretarial Services:

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	Tandi Rouse	
Finance & Governance	Anzette van Staden	
Public safety & security	Anzette van Staden	
Cleansing & urban management	Brad Bailey	
Environment management	Rob Manners-Wood	
Communication	Tandi Rouse	

14. Election of Board Members

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

Resignations:

- Rob Manners-Wood
- Brad Bailey

Nominations

- Peter Becker – Environmental and Security

15. General

16. Q & A

17. Adjournment