

Northpine City Improvement District

Annual General Meeting

MINUTES

15 October 2020

Northpine Technical High School, Northpine



Agenda of Meeting

1. Registration
2. Welcome and Apologies
3. Membership
 - 3.1 Resignations
 - 3.2 New members
4. Quorum to constitute meeting
5. Previous AGM minutes
 - 5.1 Approval
 - 5.2 Matters arising
6. Chairman's Report
7. Feedback on Operations 2019/2020
8. Noting of Audited Financial Statements 2019/2020
9. Budget
 - 9.1 Approval of the budget for 2021/2022
10. Approval of the Implementation plan for 2021/2022
11. Appointment of a registered auditor
12. Confirmation of the Company Secretary
13. Election of the Board members
14. General
15. Q & A

1. **Registration**

As per attendance register attached and proxies received.

2. **Welcome**

Mr. Mark Smith opens up at 19h45 and thanks all members and non-members for attending the AGM. Mr. Mark Smith apologised for the Chairperson Lindsay Schereka not being present at the meeting as he is currently in hospital.

3. **Membership**

Mr. Mark Smith informed that there were 2 new membership forms that were completed and accepted. Two directors will be stepping down and that is Mr. Mark Smith and Mr. Lindsay Schereka.

4. **Quorum to constitute meeting**

The members that were not exempt and the proxies received were counted and totalled to 19. (attached proxies and signed membership forms)

5. **Approval of previous member's minutes**

Mr. Mark Smith informed all members that the previous minutes of a meeting were uploaded onto the website and hoped all members and non-members had the

chance to view the previous minutes. Mr. Mark Smith queried if all members have read through the minutes, Mrs. Brenda Hansen queried if the minutes can be read out. Mr. Mark Smith informed that the minutes will take some time to complete reading and has been published. Mr. Mark Smith asked members if they can accept the previous minutes.

Acceptance of Acceptance of previous members' minutes

Mr. Gregory Fry - Accepted

Mr. Charlton Jacobs - Seconded

5.2 Matters arising from previous members minutes

Mr. Charlton Jacobs queried the safety risks residents at Cordega face as Cordega is a walk through from Scottsdale. Mr. Charlton Jacobs queried if this was omitted by accident or on purpose from the Minutes of the AGM. Mr. Mark Smith queried if this was discussed at the AGM or at the Public Meeting that was held? Mr. Mark Smith advised that as he recalls this discussion regarding the safety at Cordega was discussed with Aldermann Grant Twigg and covered in the Public Meeting and not that of the AGM that took place.

6. Chairman's Report

Mr. Mark Smith went through the Chairperson report and informed all that Mr. Mark Smith will be doing the Chairperson's report in his absence and wish him a speedy recovery. Mr. Mark Smith welcomed all residents to the third AGM of NCID.

Mr. Mark Smith informed in the Chairperson report that in terms of the extra cleaning and beautifying the open spaces, lighting and top of mind security. NCID will continue to strive on these services to the best of our ability in collaboration with our vendors. Mr. Mark Smith advised that should residents feel to become more involved in the NCID our doors are always open.


Mr. Mark Smith went onto the Finance portfolio and informed residents that NCID was able to maintain financial discipline during its financial year 2019/2020. A note of concern our arrears rates is steadily climbing which will pose a financial loss to NCID in the future, the current financial arrears are R 707 396.73.

Mr. Mark Smith informed that the break-down was as follows:

Employee Related R 257 730.00 = 10%

Public Safety R 162 0221.00 = 67%

Cleansing R 216 000.00 = 9%

Accounting fees		R 39 000.00 = 2%
Auditors fees		
Insurance		R 26 400.00 = 1%
Bad Debt		R 74 049.00 = 3%
		<u>R 2 233 400.00</u> = 90%

Balance R 19 574.00 (10% left over to spend)

Mr. Mark Smith informed that Safety and Security as mentioned in previous meetings is complex and asked that all residents work together with the CID. Mr. Mark Smith informed that we will be receiving two students from Chrysalis Academy from the Department of Community and Safety who will be assisting us during their internship.

Mr. Mark Smith informed that each Public Safety Officer patrols:

- Area divided in 4 patrolling areas namely
- Sector 1 Wolwefontein area = 4,2 km's
- Sector 2 Shell garage area = 5.8 km's
- Sector 3 Ok mini market area = 4.9 km's
- Sector 4 Mr. Katz shop area = 6.8 km's
- The km's above are the area covered every hour either on foot, Segway or Bicycle per officer.
- General patrols during day and Bloodhound patrols from 19h00 until 04h30 on nightshift.

Mr. Mark Smith informed that we have had an increase of dumping in the area by Northpine residents who have been identified and have been issued a fine by Solid waste management. Mr. Mark Smith continued to urge residents to please maintain and keep our area clean and to please not dump on our open fields. If any resident sees dumping take place, residents are urged to call the control room as soon as possible and provide a registration number for the vehicle so that fines can be issued.

Mr. Mark Smith informed that the NCID is aware of the current traffic issue we face in Northpine and can assure you that your frustrations do not fall on deaf ears, contact was made with all relevant service providers along with the help of Aldermann Grant Twigg to assist in curbing traffic congestion the taxis and on 25 August 2020 91 traffic fines were issued and on the 15 September 123 fines were issued .

Residents were informed that City of Cape Town came on board in assisting by closing Coneside Park with rocks as many made use of the field to by-pass traffic.

Mr. Mark Smith informed Ponderosa Park and Catalan close park have been equipped with Gym Trim, and asked residents and surrounding neighbours could ensure that the safety of children can be monitored whilst making use of the equipment and not to leave minors unattended.

All members and non-members attending the AGM were informed that masks were made by our residents that had come forward and were distributed to the 3 schools (Northpine Primary, Brooklands Primary and Northpine Technical High School to stop the spreading of the COVID 19 virus. Mr. Mark Smith thanked all residents who had contributed to the food parcels financially and food items. Our total spent was R14 500 (R3 500.00 donations and R 12876.29 NCID). It was a great experience to see how acts of kindness bring hope to those who needed help at the time of need.

Mr. Mark Smith informed that the implementation plan has been made available on our website for perusal and trust this has been viewed should any queries arise.

7. Noting of Audited Financial Statements 2019/2020

Mr. Mark Smith informed that the Audited Financial statements were published and hoped that all members took the time to view, should any questions arise feel free to highlight and send us an email.

8. Budget

Mr. Mark Smith informed that the budget will be presented for the year 2021/2022. Mr. Mark Smith informed that the budget for the next financial year is R 2 468 290.00; employee related R 257 730.00 for salaries, PAYE, COIDA, Core business R 1 866 721.00; General expenses – accounting fees, advertising costs etc.. R 118 040.00; bad debt is on R 74 049.00 giving the total to R 2 468 290.00

Mr. Mark Smith re-iterated that he hopes that all attendees had taken a look at the budget and if any questions raised, all attendees may raise this with the NCID.

Resident queried if there is a list available of what will be done in the next year? Mr. Mark Smith informed that there is lists of projects lined up as also reported there will some more identified but unfortunately we have to keep in line with the amount of funds available to spend.

Resident queried a break-down of the budget as to what funds would for example be used to add additional speedbumps. Mr. Mark Smith informed that the NCID provides a top-up service infrastructures such as speedbumps is City of Cape Town we will be the spokesperson, NCID provides the extra cleaning, safety and security even lights that is done by City of Cape Town. Mr. Mark Smith informed that the NCID is not taking away the responsibility of City of Cape Town.

Resident queried where the budget was for the top-up service budget was? Mr. Mark Smith re-iterated that the function of the NCID we have a top-up service to the City of Cape Town; City of Cape Town does cleaning with the money we can do extra

cleaning. City of Cape Town does not provide security, but NCID does. The overall responsibility of keeping the roads, bringing in new infrastructure that remains the responsibility of the City of Cape Town.

Mrs. Desiree Cupido informed all that the budget links up to the implementation plan, so what residents were looking for was an operational plan which item in the implementation links up to the budget. Mrs. Desiree Cupido informed that maybe an information pack, such as previous minutes so that all can familiarise themselves with the information presented at the AGM as some residents in Northpine do not have the resources or access to Facebook or internet. Mr. Mark Smith informed that all information discussed at the AGM has been widely published and all documents are on the website. Mr. Mark Smith informed that if residents are unsure they are more than welcome to contact the office.

Resident queried why there is no speedbumps in Howard Drive as Howard Drive has become a race track why does the one section of Northpine get everything and Howard Drive has one speedbump throughout the entire road? Mr. Mark Smith informed that the NCID has an operations manager who is on duty to take such calls if residents notice extra lights, pothole that need attention etc. Mr. Mark Smith informed that the speedbumps have been brought to the attention of Aldermann Grant Twigg in our Public meeting we were informed at the time that there was no budget and that hopefully there will be provision made for additional speedbumps. Resident then queried that everything that gets done is done on the other side of Northpine parks get upgraded, but Howard gets nothing.

Mr. Shaun Onverwacht informed that on the audit report there was an amount indicating that R 10 000.00 penalties to SARS could Mr. Mark Smith please expand on this? Mr. Mark Smith informed that was meant to be covered on the audited financial section; Mr. Mark Smith informed that NCID was fined by SARS there was a penalty issued to NCID in this in terms of UIF this has been challenged to SARS. Mr. Mark Smith informed that the accountant has taken full accountability for this penalty, if residents go through the books the penalty is paid of R 1 000.00 each month from the accountant. Mr. Mark Smith informed that if SARS comes back once SARS has reviewed all the documentation the penalty will remain the accountant will be taking the loss; if SARS comes back and re-looked at the mistake SARS will give R 5 000.00 back; where the NCID will reimburse the R 5 000.00 back to the accountant and the shortfall will then be on the onus of the accountant. Mr. Mark Smith informed that again this is an audited item not just by the auditors but also the Audited General and City of Cape Town.

Mr. Shaun Onverwacht then queried should the penalty not have been disclosed to all? Mr. Mark Smith informed that this reason why we asked that all members look at the documents prior to the AGM, the reason why Mr. Shaun Onverwacht raised it and queried. Mr. Mark Smith informed that the penalty the CID is not incurring any cost with the penalty.

Acceptance of budget 2021/2022

Mr. Russel Patience - Accepted

Mr. Charlton Jacobs - Seconded

9. Approval of implementation plan 2021-2022

Mr. Mark Smith informed that the implementation plan is available on the website and that no changes have been made and thus far the NCID is on track with items reflected on the implementation plan.

Mr. Shaun Onverwacht queried that on the implementation plan the NCID should promote membership, how is this been done?

Mr. Mark Smith informed that at the meeting 26 February 2020 we have been asking residents to become members, when we had the celebration drive we spoke to people individually as board members we are engaging people to become members one on one and people are not interested. Mr. Mark Smith informed that is it really that we need to market, do we have the community interest at heart? Resident then queried if the implementation plan is cast in stone or can the implementation plan be amended? Mr. Mark Smith informed that the implementation plan is a guideline we cannot change the implementation plan. Mrs. Lecia Fortuin informed that on the opposite side of Northpine, Chenel Place they did not receive any communication. Mr. Mark Smith informed that the AGM was published in the newspaper and at the shops. Mr. Mark Smith informed that advertising must be done as part of a requirement from City. Mrs. Lecia Fortuin informed that there is so much crime happening in Chenel Place, Northpine people are being assaulted resident further informed that she has been in contact with SAPS and NCID daily. NCID informed it's a SAPS issue, whereas SAPS informs that it's the CID issue. Mr. Mark Smith informed that Mrs. Lecia Fortuin engage with NCID and check with the records at the control room.

Resident queried if pedestrian safety is not part of the NCID? Mr. Mark Smith informed that the NCID is only a top-up service; a speedbump would be too costly for the NCID. Resident then queried what the NCID is doing about pedestrian safety as he was almost knocked over by a vehicle whilst jogging? Mr. Mark Smith informed that in the report we have engaged law enforcement and traffic services to enforce traffic laws in Northpine. Mr. Mark Smith informed that if we have respect for each other we will not have people wanting to knock each other over.

Acceptance of Implementation plan

Mr. Russel Patience - Accepted

Mr. Leon Van Breda - Seconded

Mr. Eddie Scott informed that the 5 year business plan is made up of the budget and the implementation plan. Mr. Eddie informed that the budget and the implementation plan are revised every year as we do not know what will be done the next year. The implementation plan is tied up of what the NCID will deliver and how the CID will be measured. Mr. Eddie Scott informed that he notices a lot of concern and frustration with the traffic situation, traffic calming is not a NCID function the City of Cape Town has a specific criteria where speedbumps are allowed in terms of the budget. Mr. Eddie Scott informed that the CID can assist in speaking to the City in getting additional speedbumps; it does not cost the CID money. Mr. Russel Patience informed that he is trying to get rid of the speedbumps, it is a matter of attitude its driver behaviour and this needs to be addressed not additional speedbumps.

10. **Appointment of Auditors**

Mr. Mark Smith informed members that our auditors are Haumann and Rodgers as our auditor for the past three years.

Mr. Eddie Scott informed that we need to inform residents of whom the auditor is and if the NCID gets the approval to continue with the same auditors.

Resident queried if this was the same auditor that NCID got the penalty from? Mr. Shaun Onverwacht advised that the auditor oversees the books, the accountant was where the penalty came from and the auditor picked it up and placed in the notes. Mr. Eddie Scott informed that the auditor just ensures that the accountant captures all information reflecting on the bank statements.

Acceptance of Implementation plan

Mr. Russel Patience	- Accepted
Mr. Fred Jochems	- Seconded

11. **Company Secretary**

Mr. Mark Smith informed that the NCID was battling to get a Company Secretary but has now appointed Mr. Terence Erasmus as Company Secretary.

12. **Election of Board Members**

Mr. Wiliam Swartbooi thanked all. Mr. William Swartbooi informed that two board members have stepped down and has made themselves available for re-election Mr. Mark Smith and Mr. Lindsay Schereka. Mr. William Swartbooi informed that Jan Andreas availed himself for directorship. Mr. William Swartbooi informed that Mr. Mark Smith; Mr. Lindsay Schereka and Jan Andreas have availed themselves to

stand on the NCID board of directors, Mr. William Swartbooi queried which members propose for the directors to remain on board.

Acceptance of nomination as board members

13 Members were in favour to nominate Mr. Mark Smith; Mr. Lindsay Schereka and Mr. Jan Andreas.

Mr. Brian Lodewyk	- Accepted
Mr. Gregory Fry	- Seconded

Resident queried why she did not receive a blue card to vote as she is paying, Mr. Eddie Scott informed that this is a legal meeting in terms of the companies Act. Mr. Eddie Scott informed that the fact that you pay and on your rates paper it says City Improvement District does not automatically make you a member. Mr. Eddie Scott informed that what makes you a member as a property owner that contributes to the budget you entitled to become a member but remains the option of the resident if you want to be a member or not. Mr. Eddie Scott informed that you apply online and the form then goes to the board of directors who then make the decision of you becoming a member. Membership cannot be denied unless you in arrears. If you are in arrears you cannot vote. Mr. Eddie Scott informed that with regards to exemption if you a property owner and not contributing received a rates relief from the City of Cape Town then you exempted to having to pay contribution towards the CID. Members that are exempted are allowed to participate but cannot vote.

Resident informed that she did complete the form for membership, Mr. William Swartbooi informed that when he was a director on the board initially there was forms that went out was for residents to come part of the CID this was a consent form. Mr. Eddie Scott informed that the membership form is not delivered it is available on the website, or a request can be put in for a form to be collected at the control room.

Mr. William Swartbooi informed that the directors will stand at Mr. Mark Smith and Mr. Lindsay Schereka and Mr. Jan Andreas.

Mr. Mark Smith informed in closing there were queries stated that membership forms were completed. Mr. Botha 5 Dargle Close; and; J. Petersen 3 Kristalhof. Mr. Mark Smith informed that those are not members to please complete the forms.

General Q & A

Mr. Mark Smith informed that residents need to share the control room number if a resident does not have it. Please to make contact and report incidents to the control room. Mr. Eddie Scott informed that the board does not get paid this is done for the love of community.

1. Mr. Gregory Fry queried the potholes at Medicross and the shopping centre; Mr. Fry informed that there was emails sent in July to no response. Mr. Fry to forward communication to Melissa.
2. Mr. Fry informed that he always see NCID bibs cleaning the area but never sees the City of Cape Town cleaning. Mr. Mark Smith informed that we are the top-up service but will also see EPWP in the area they are working for the City of Cape Town.
3. Mrs. Desiree Cupido informed that for communication purposes the newsletter needs to go out as part of the implementation plan. Mrs. Desiree Cupido informed that currently she is faced with a problem and NCID is aware of it. Mr. Eddie Scott in terms of what you saying in terms of the CID and City, Aldermann Grant Twigg along with the Ward committee this issue would be discussed with the problem Mrs. Desiree Cupido are having. If there is an issue that you concerned about this can be raised by the CID and the CID can then revert to council or correct department. Mr. Eddie Scott informed that when people mention C3 notifications are not just for the City or the CID it is for everyone, there is an app that can be downloaded to your cell phones called Mycapetown app where images can also be taken of the problem. Mr. Eddie Scott informed that the CID can raise this issue on your behalf as well.

Mr. Mark Smith informed that the NCID will try and communicate better ways of sending messages out to the residents. Mr. Mark Smith informed that we will try and host another Public Meeting and for residents to report all incidents to control room.

4. Resident informed that is there no way NCID can provide social development with counselling for families that who are struggling with children who are drug addicts. Mr. Mark Smith informed that Tuesday we had a meeting with the sector commander in conjunction with our security tender with extra tactics that we can use in curbing the amount of drugs etc.

Meeting adjourned 21h53