

Northpine City Improvement District

Annual General Meeting

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# MINUTES

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14 October 2021

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 2020/2021
8. Noting of Audited Financial Statements 2020/2021
9. Approved extension of the 5 year term Business Plan 2022/2027
10. Budget
  - 10.1 Noting of additional surplus funds utilised 2020/2021 (approved by the Board)
  - 10.2 Approval of the budget for 2022/2023
11. Approval of the Implementation plan for 2022/2023
12. Appointment of a registered auditor
13. Confirmation of the Company Secretary
14. Election of the Board members
15. General
16. Q & A

### 1. **Registration**

As per attendance register attached and proxies received.

### 2. **Welcome**

Mrs. Natalie Khambi opens up at 19h15 and thanks all members and non-members for attending the AGM. Mrs. Natalie Khambi thanks all for attending the 4<sup>th</sup> Annual General Meeting and hands floor over to Mr. Lindsay Schereka for the formal welcoming. Mr. Lindsay Schereka thanks all for attending but is not happy with the turn-out of non-members and members, those that have any questions are welcome to raise them after the Annual General Meeting.

### 3. **Membership**

Two directors will be stepping down and that is Mrs. Emilea Stevens and Mrs. Elbiena Diedericks.

#### 4. Quorum to constitute meeting

The members that were not exempt and the proxies received were counted and totalled to 29.

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

Mrs. Natalie Khambi 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.

##### **Acceptance of Acceptance of previous members' minutes**

Mrs. Elbiena Diedericks - Accepted

Mr. Kyle Visagie - Seconded

#### 5.2 Matters arising from previous members minutes

Mr. Fry queried the amount of potholes located at Northpine Shopping centre, Mr. Fry informed that this has been reported many times and still have not been resolved. Mrs. Natalie Khambi informed that this is a City of Cape Town to which Aldermann Twigg will discuss after the Annual General Meeting.

#### 6. Chairman's Report

Mr. Lindsay Schereka read through the Chairperson report and informed the progress of work completed by the NCID for the past financial year.

Mr. Lindsay Schereka continued to advise in the Chairperson report that even though we remained in lockdown, the board was able to maintain the financial discipline during the financial year 2020 -2021 in executing of the budget.

Our arrears rates list and outstanding amount remains high which will pose a financial loss to us in the future if residents don't honor this commitment. Currently we have 2550 properties registered to pay the Special rate of which 804 are in arrears totalling to an amount of R 643 011.24 as at the end of June 2021.

We are mindful of the very difficult financial situation we all find ourselves and therefore would like to take the opportunity to thank those residents who are in good standing with their special rates. Those who are not, we encourage you to pay your special rates or should you be in financial difficulty, to approach the CoCT to pay the arrears in instalments that is suitably structured.

Our endeavor will remain to apply our financial discipline and to ensure that we execute on the propose budget for the year 2021 – 2022.

As per the stats received from SAPS making a comparison between since the establishment of the NCID and Current there has been a significant decrease in crime with the continuance to have residents ensure that their properties and vehicles are fitted with an alarm system.

The implementation plan for 2020/2021 the NCID could not achieve all we would have liked to achieve in our implementation plan due to COVID being one of the challenges. The NCID will however, continue to push towards achieving all that we can and more for the years to come.

#### **7. Noting of Audited Financial Statements 2020/2021**

Mrs. Natalie Khambi summarised the audited financial statements for 2020/2021 and highlighted that the NCID is in a good financial position. There was however, a going concern with regards to the tax liability as the NCID was under the impression we were exempt due to us receiving an exemption letter. Within the audit report under Liability reflects an amount of R 241 000.00 that we had pay to SARS for the penalty which the funds were taken from our investment account and not the usual bank account.

Mr. Kyle Visagie queried what needed to be done to avoid the penalty?

Mrs. Natalie Khambi informed that there were certain requirements within the exemption letter that required the NCID to amend the constitution and return back to the exemption unit which was not done within the time frame provided; this had then led to the liability that had to paid from the NCID to SARS.

Furthermore, the NCID has made the payment to SARS and will request for a refund as the NCID is exempt from paying Tax.

#### **8. Approval of extension of the 5 year term business plan**

Mrs. Natalie Khambi informed that the NCID is heading towards its 5 year term extension and informed that the following is a summary of the 5 year term extension, the complete business plan is available on the website for further perusal.

##### Introduction

- This Business Plan is in support of the first renewal of the initial Business Plan as the NCID aims to extend its work into a second five-year term.
- The NCID is positioning itself to address the ongoing issues impacting the area, noting that further developments in the area will increase the potential for urban infrastructure damage, traffic congestion, littering and increased opportunities for crime that may impact the entire area.
- The NCID aims to continue to work closely with the City of Cape Town. The continued improvements and upgrades proposed in this business plan are

funded by an additional rate levied on rateable property owners located within the NCID.

- **Improving Public Safety**

The NCID will develop a comprehensive and integrated public safety plan for the area in conjunction with an appointed service provider.

- ✓ On-going strategies include random patrolling from our Public Safety Service Provider and SAPS , these searches have seen many successes and will continue to be done to maintain the amount of grime in the area.
- ✓ These actions will include coordination and cooperation with:
  - The South African Police Service
  - Local Community Policing Forums
  - Other existing security services in the area
  - City of Cape Town Safety and Security Directorate
  - Community organisations
  - Other stakeholders
- ✓ The public safety services supports the City`s Integrated Development Plan (IDP) strategic focus area (SFA) for a **Safe City**. The public safety services also supports the IDP`s SFA for an **Opportunity City**.
- ✓ The primary focus and therefore budget allocation for the NCID is aimed at improved public safety in the public spaces within the NCID boundary. The budget for the provision of Public Safety is of the annual budget of Year 1 of the Business Plan. **R 1 846 152.00**

- **Maintenance and Cleansing**

- The NCID will continue for an additional 5 years to maintain the area and its cleanliness and to reduce the amount of waste being dumped in the area.
- The NCID has since seen a significant reduction of graffiti and increased the frequency of additional street sweeping.
- The NCID will advertise a tender and organisations will be able to bid for the opportunity to
- Decrease waste and grime in the area through a sustainable cleaning programme.

- Provide additional street sweeping, waste picking and additional refuse collection in all the public areas.
- Removal of illegal posters, graffiti and stickers from non-municipal infrastructure.

### **Social responsibility**

- The social upliftment programmes supports the City`s IDP SFA for a Caring City.
- The NCID supports the City's Social Upliftment Strategies which includes supporting individuals to move from the street into places of safety, support NGOs that provide social services and where possible create employment opportunities.
- The NCID is working towards the continuous development and improvement of the urban environment through public safety, cleaning, urban management as social initiatives, all aimed at safeguarding and growing the existing businesses and economic opportunities thereby maintaining and creating employment opportunities.

- **Marketing**

- Maintaining an informative website.
- Distributing NCID flyers and/or newsletters reflecting the initiatives and successes of the NCID.
- Promoting the NCID amongst the local businesses and industries.
- Promote community pride through the initiatives of the NCID in making the area cleaner and safer.
- Promoting the NCID through high visibility branding on the patrol vehicles.
- Promoting the NCID through high visibility uniforms with NCID branding for the patrol officers and maintenance workers.
- Our Facebook page informs residents of what has happened, the successes and many more including any events that should take place. We encourage all our residents to a look at our website as well as our Facebook page for any information that is required.

### **Marketing**

- **Property Owner Supported Projects, Property owners with the financial means to contribute beyond their additional Municipal Property Rates for the NCID will be encouraged to support various additional initiatives such as:**
- Donation of infrastructure for the deployment of CCTV cameras of properties in strategic locations.

- Job creation and skills development opportunities.
- Funding of voluntary additional services including landscaping of public spaces through an “adopt a spot” initiative.
- Funding of additional security patrols in the public area.
- Donation of supplies and equipment for the operations of the NCID such as uniforms, branding, signage, cleaning equipment.

### **5-Year Budget of the NCID**

- The detailed 5-year budget for the implementation and operations of the NCID is set out in Part C. It reflects the identified needs of the NCID operations in as cost effective a manner as possible.
- Income in the form of additional rates from all rateable properties in the area and this attracts VAT. Should property owners receive partial or full relief in respect of rates they would enjoy full exemption from payment of any NCID additional property rates.
- It is however incumbent on the property owner to seek such relief from the City under the City’s Rates Policy.

### **Financial Impact of the CID**

- The budget for each year of the Business Plan
  - ✓ Year 1: R 2 665 753
  - ✓ Year 2: R 2 879 013
  - ✓ Year 3: R 3 109 334
  - ✓ Year 4: R 3 358 080
  - ✓ Year 5: R 3 626 727

### **Budget allocation by Portfolio:**

- Public Safety 75,9%
- Cleaning and Environment 26,7%
- Environmental Development 0%
- Social and Economic Development 6,0%
- Administration and management (including employee related) 10,1%
- Projects and Capital Expenditure 0,4%
- In line with the City’s Special Rating Areas Policy (SRA Policy), the NCID management annually prepares an overall budget for the year based on the specific needs of the area as set out in the Business Plan. The budget is funded by the property owners through an additional property rate levied on the municipal valuation of all properties within the NCID boundary. To

promote open and transparent governance the 3% included in the budget as a provision for bad debts, is to show that 3% from the additional rates levied on property owners are used by the City to fund a Provision for Bad Debt in the City`s books, ring-fenced in the name of NCID to ensure it cannot be used to fund any other City services and only be used to cover the arrears and any shortfall on the billing, should it occur. Additional property rates attract VAT @ 15%. The additional property rate is calculated by the City annually during the City`s budget process. The additional rate is expressed as a Rand-in-the-rand and is calculated by dividing the NCID budget total with the total municipal valuation of properties in the NCID.

## **Budget**

### **Noting of budget**

Mrs. Natalie Khambi informed members that the Budget has been distributed via the NCID website and is available for perusal

#### **Move for the adoption of the budget 2022/2023**

Mrs. Desiree Cupido - Accepted

Mr. Alexander Roberts - Seconded

### 9. **Approval of implementation plan 2022/2023**

Mrs. Natalie Khambi advised that the detailed 5 year implementation plan is available and accessible on the website and at the office should residents want to view. Mrs. Natalie Khambi confirmed approval from the members to approve the NCID to continue for the next 5 years.

#### **Acceptance of Implementation plan**

Mrs. Desiree Cupido - Accepted

Mr. Cedric Pillay - Seconded

### 10. **Appointment of Auditors**

Mrs. Natalie Khambi queried from the members to move to appoint new auditors Harry Curtis and Co.



### **Adoption of the newly appointed auditors**

Mr. Kyle Visagie - Accepted  
Mr. Stanton Andrews - Seconded

### **11. Confirmation of Company Secretary**

Mrs. Natalie Khambi informed that Mr. Terence Erasmus would remain as the NCID Company Secretary.

### **Acceptance of Company Secretary**

Mrs. Elbiena Diedericks - Accepted  
Mrs. Tracy Abrahams - Seconded

### **12. Election of Board Members**

Mr. Wiliam Swartbooi thanked all. Mr. William Swartbooi informed that two board members have stepped down and has not made themselves available for re-election Mrs. Emilea Stevens and Mrs. Elbiena Diedericks. Mr. William Swartbooi informed that the NCID has three nominations for directorship; Mrs. Desiree Cupido, Mrs. Natalie Khambi and Mr. Romano Swanepoel. Mr. William Swartbooi advised that Mr. Mark Smith and Mr. Lindsay Schereka will serve for another term.

### **Adoption of acceptance of three new directors**

16 members were in favour of nominating the three directors; Mrs. Desiree Cupido, Mrs. Natalie Khambi and Mr. Romano Swanepoel.

### **General Q & A**

Mrs. Natalie Khambi informed residents that should they have any questions they are more than welcome to ask.

1. Mr. Gregory Fry queried the beautification that took place in Northpine Drive but the rest of the area was not beautified why the rest of the area was not considered to be beautified.

Mrs. Natalie Khambi advised that Mr. Fry concerns are valid and as a top-up service the NCID provides we will take a look at beautifying some of the area

2. Mr. Fry informed that correspondence regarding the potholes at Northpine Shopping Centre is still not repaired; previous communications to Alderman Twigg were never answered.

Aldermann Twigg informed that the road repairs were done systematically. Mrs. Katz will attend to the potholes at the Shopping Centre.

3. Mr. Alexander Robert informed that unfortunately we do not have a residents association in Northpine where concerns could be generated to the NCID. With regards to the development in the Compound what are the plans, where would the exits and entrances be located?

Mrs. Natalie Khambi informed that with regards to the residents association they have their own framework and policies and cannot play within the NCID area.

Alderman Twigg further informed that regarding the developments in compound area, Sub-Council is still awaiting contact details for the relevant owners to advise if the plans that were approved at Northpine hall years ago is what was agreed upon. All that is noted is that the development is in the process of clean-up but no developments took place.

4. Mr. JP Frolick advised that he has a friend that is on the board of directors and fears for his friend life as threats were made what is the NCID doing to assist the director in making it secure?

Mrs. Natalie Khambi informed that SAPS and Law Enforcement is there to assist when there are such threats made. Mr. Eddie Scott informed that the Security function is not to combat such crime but for public safety the functions of which role player can do what and when is available on the NCID website. Mr. Mark Smith informed that another way to combat crime is to form unity amongst our residents if we all stand together there will be no chance for such crime.

5. Residents in Kristalhof informed that the paving was lifted due to a pipe burst the bricks were lifted a year ago and never placed back, when queried it was informed that there were not enough bricks to complete the road, all gravel and sand is still laying in Kristalhof.

Aldermann Twigg informed that he will speak to the relevant department as to what the issue may be for the delay.

***Meeting adjourned 20h35***