



## **Minutes of the Pinelands CID Members Information Session**

**Date:** 3 December 2025  
**Venue:** Pinelands Library  
**Time:** 18:00

### **Present**

- Pinelands CID BOD Members
- Pinelands CID Manager
- Councillor Riad Davids – Ward 53
- 41 attendees signed the attendance register

### **1. Opening and Welcoming**

The Chairperson called the meeting to order and welcomed all present. With the commencement of the meeting there was an interjection by Mr. Sandy McGuffog, (Previous Chairperson) who interrupted the Chairperson's welcome to deliver a speech thanking the members for their support, confirming his resignation from the BOD, and furthermore wishing all present a good festive season. The Chairperson allowed Mr. McGuffog to conclude his speech but subsequently, through a point of order, respectfully requested all attendees to adhere to the agenda for the information session. Random interjections will not be allowed until the Q & A session. It was noted that the Pinelands CID Board of Directors would deliver their presentation first, with time for statements and Q & A to be allocated later.

### **2. Introduction of the Board of Directors (BOD)**

The board members were introduced by the Chairperson, and their roles within the CID were outlined.

### **3. AGM Cancellation - Reasons**

- Shameema Mohamed, the Pinelands CID Compliance Director, gave a short overview of her background and area of expertise, and explained the AGM cancellation was due to a technical defect—the notification was sent 23 hours late. As per legal compliance and the Companies Act, the AGM had to be rescheduled. Legal advice validated this decision, and the information covered the following:

- During a compliance review of the AGM procedures, a technical defect in the AGM notice was identified.
- Delivery of the mandatory email to members notifying of the AGM missed the statutory 15-day notice period by 23 hours.
- The notice did not exactly meet statutory requirements.
- To ensure compliance with the Companies Act and governance standards, the AGM could not proceed.

#### **4. AGM Proposed New Date**

The Chairperson confirmed that the AGM should have been scheduled for 30/31 December 2025, to remain compliant as per MOI regulations, but this date was deemed unfair as members would be on leave for the festive season and this could limit the members' public participation. Therefore, the meeting is proposed for 27 January 2026 to ensure full participation. She also confirmed that she had engaged with CID Management (City) and they had agreed that the proposed date was in order for their participation in the AGM. Members present supported the BOD's decision and expressed gratitude for the consideration.

**Interjection:** Previous Chairperson raised that the 27 January date was invalid as the deadline for an AGM was 31 December.

PLCID Compliance Director clarified that the Companies Act does not mandate an AGM for NPC and that the departure from the MOI is noted.

#### **5. Proposal Ratification**

The Chairperson sought member ratification for the new AGM date and agenda. The proposal to host the AGM on 27 January 2026 received unanimous consent, with no objections. This was noted by BOD, the compliance officer, and Councillor who serves as observer to the Pinelands CID BOD. The Financial Director, Mr. Colin Lee, was acknowledged for his diligent efforts over the past two weeks in meticulously cleaning up and verifying the membership list, ensuring appropriate registration and accurate allocation of voting rights. The Chairperson extended gratitude to Mr. Lee for this work.

#### **6. CID Overview & Achievements**

The Chairperson presented an overview of the Pinelands CID's achievements, broken down quarterly.

##### **Q1 2025**

- **R7.3M – Bank Balance**

##### **Q2 2025**

- **Jun R7.6M** - Bank Balance
- Julianaveld Tree Transplanting completed
- Foundation Stone Restoration – Garden of Remembrance

##### **Q3 2025**

- **Sept R9.2M** - Bank Balance

- Completion of individual sites - PH3 Camera projects
- Network Independence Reconfigure proposal approved.
- Masonic & Forest Place secured – Clean-up Fencing & Cameras
- Coronation Park entrance upgrades
- Benches installation
- Forest Place Island Upgrade

#### **Q4 2025**

- **Nov R9.7M** - Bank Balance
- 2 Directors resigned;
  - Chairperson- Sandy McGuffog
  - Finance – John Britz
- New Chair appointed – Dr A.M. Hopley
- 2 Directors co-opted
  - Finance – Colin Lee
  - Compliance – Shameema Mohamed
- PH1 Camera completion
- Golf Park High Site upgraded
- Public Community Safety Festive Plan
- Initiated Community Safety App Pilot
- Increased Law Enforcement presence
- Library Garden upgrade
- Facilitated Play Equipment Repair – Coronation Park
- Tractor Play Equipment – Repaired

#### **Q1 - Q2 2026**

- **January – R10M – Anticipated Bank Balance**
- **Planned Projects**
  - Canal PH2 & PH3 implementation
  - Camera Network independence implementation
  - New PLCID Office at Old Mutual
  - Mini Control Room – PLCID Office implementation
  - Community Safety App onboarding
  - Garden of Remembrance Perimeter Fencing

### **7. Projects Approved**

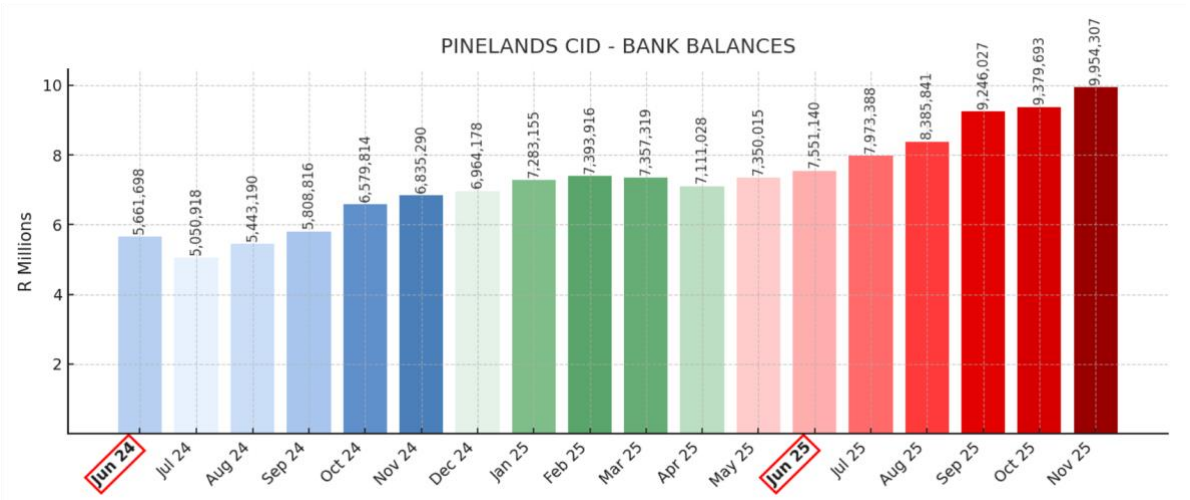
Details of newly approved projects were shared, and they are the following.

- Community Safety App – Bespoke App - DATA integrity focus
- Old Mutual PLCID Office Rental
- Old Mutual Mini PLCID Control Room
- Garden of Remembrance upgrades
  - Pathways / Walkways
  - Use of Consultant – Technical Specifications

### **8. Financial Summary**

Colin Lee, the Financial Director, provided an overview of the CID's financial current position with reference to the historical monthly bank balance, highlighting inefficient

fund utilisation and the need to invest the members' additional rates in support of Pinelands community services.



9. Project Tracker

A presentation of ongoing and future projects was provided by Aslam Clarke (Public Safety Director) and Marilyn Mc Namara (Environmental Director), detailing progress and completion timelines.



Project Tracker

Project	Owner	Status	Due Date	Notes
Streetscape Upgrade	Public Safety	Pending	2026-06	Budget Allocated Infrastructure challenges
PH3 Camera Project Additional LPR & Overview Cameras	Public Safety	Some Completed LPR Pending Gousblom /Links Drive Pending	2026-05	Budget allocated Smaller projects Some concluded
Camera Network Independence Infrastructure	Public Safety	Presentation Approved Appointment of consultant process	2026-05	Budget Allocated
Garden of Remembrance PH 1 Pathway upgrade, Irrigation	Environmental	Pending	2026-06	Budget Allocated
Dog Park	Environmental	Pending	2026-05	Budget Allocated
Community Safety App	Public Safety	Project Initiated Approval of bespoke screen design stage	2026-06	Budget Allocated

10. Q&A Session

Observations and Questions Raised which the BOD Answered

Community and Infrastructure Concerns

- Dog Leash Regulations: Concerns about dogs not being leashed along the canal, posing safety risks. Stricter enforcement and signage were discussed.

- **Waste Management:** Issues of garbage collection delays and maintenance patrols were raised.
- **Budget Transparency:** Queries on financial transparency and resource allocation, with requests for detailed financial reports.
- **Communication:** Concerns about communication between CID and residents, urging improved information dissemination.
- **Enforcement and Security:** Questions about the role and duties of CID-funded law enforcement officers and coordination with city services.
- **Council's Role:** Discussion on CID potentially taking responsibilities from the city council, with calls for clearer role delineation.
- **CCTV and Security Systems:** Clarifications sought on technology, open/closed nature, and integration plans.

### **Operational and Staffing**

- Is there significant staff turnover within the organisation?
- What activities or protocols are in place during the festive season?

### **Area Upgrades and Scope**

- Has an assessment been conducted to identify all areas for potential upgrade?
- Are specific locations like roads near crime zones included in current upgrade plans?
- Does this inquiry pertain to aesthetic or broader infrastructure improvements?
- Clarification on operational boundaries, such as certain roads within the Pinelands CID area.

### **By law Enforcement and Penalties**

- Does the organisation possess authority to levy fines for non-compliance with leash laws?
- What is the effectiveness of current or proposed enforcement mechanisms, including monetary penalties?
- Consideration of individual willingness to accept fines versus alternative enforcement strategies.

### **Meeting Management & Procedure**

- Were there any overlooked questions?
- Can a participant interject or speak at this point?

### **Strategic Planning & Inter-Organisational Learning**

- How does the organisation collaborate with other CIDs when procuring new equipment like cameras?

### **Financial Operations and Resident Engagement**

- **Current Payment Status:** What percentage of residents are currently paying towards the CID, given exemptions and defaults?
- **Budget Concerns:** Can the expected million-rand monthly income be achieved with the current paying base?
- **Bad Debt Provision:** Impact of the city's 3% bad debt provision on CID funding and operations.
- **Payment Compliance:** Overall compliance rate among residents, and impact of released bad debt provisions.

- Resident Engagement: Achieving initial support levels like the 60% approval for CID establishment.
- Law Enforcement Awareness: How residents can access information about local law enforcement and NSOs.
- Communication Improvements: Improving access to relevant information through platforms like CERT, Neighbourhood Watch, and PRRA.
- Feedback on CID Impact: Resident feedback on CID's impact on daily life and security perceptions.
- Is property valuation used to inform the business plan?
- Has activity-based costing been considered as an alternative model?
- Does reliance on property valuations create higher levy outcomes?
- Feasibility of transitioning to activity-based costing.
- Clarification on whether "additional rate value" accurately describes the financial mechanism.

### Reporting and Governance

- CID Reporting: Who does the CID report to, and what is the process with the City of Cape Town?
- Board Contact Information: Can contact details of all board members be provided for better communication?
- Perception of CID's Role: Is the CID seen as covering more responsibilities than the council?
- Governance Principles: What principles ensure the CID's plans align with the City of Cape Town?
- Council Responsibilities: Concerns about the council doing less while the CID takes on more roles.
- Resident Involvement: How can residents ensure the council fulfils its service delivery obligations?
- Service Level Agreements: Existence and measurement of performance agreements between the city and CID.
- Operational Monitoring: How does the operations manager monitor service delivery to identify support needs?
- Existing Legal Documents: Understanding MOA with Parks and Roads departments.

## 11. Thank You

### Closing Remarks and Acknowledgements

The Chairperson extended sincere gratitude to Shameema Mohamed for her contribution as moderator of the Q & A Session. A series of acknowledgements were then made:

- **Pinelands Library:** Expressed appreciation to the Pinelands Library for providing the meeting facility.
- **Partners and Stakeholders:** Thanked all partners and stakeholders present, including the Chairperson of the Pinelands Neighbourhood Watch, and Zonewatch for their attendance and collaborative efforts with the CID.
- **Sound Team:** Acknowledged and thanked the sound team for their services.
- **Outgoing Directors:** Special thanks were extended to Mr. Sandy McGuffog and Mr. John Britz for their dedication and support in the establishment and

development of the Pinelands CID over the years. Their contributions were highly valued, and a token of appreciation will be presented at the upcoming Annual General Meeting.

- **Board of Directors:** Commended the Board of Directors for their diligent work in organising the meeting and compiling the information for communication.
- **CID Management (City) & Councillor Davids :** Acknowledged the continued support from the Councillor and the City.
- **Attendees:** Emphasised appreciation to all attendees, recognising their pivotal role in the CID's mission.

The Chairperson noted a perceived lack of communication and committed to ensuring regular and improved communication through the platform moving forward. Attendees were encouraged to invite other members and residents to the upcoming AGM. She reiterated the fact that the members can offer their support to serve on the BOD and the CID will welcome new nominations. Details regarding the AGM will be advertised soonest, with a strong request for attendees to help disseminate this information in Pinelands.

Finally, the Chairperson conveyed wishes for a blessed festive season and a prosperous 2026 to all.

## 12. Meeting Adjourned

The meeting is officially closed with a reminder of the AGM that is provisionally scheduled for 27 January 2026 at 18:00.

**Minutes Prepared By:** Dr. Marietta Hopley  
**Date:** 11 December 2025

