



Pinelands Community Improvement District NPC
28B Greenzone Mutualpark
Jan Smuts Drive
Pinelands
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MINUTES OF AGM 2025

**Pinelands Community Improvement District (the "PLCID")
held at the Pinelands Club, Pinelands, 18h00, 27 January 2026**

1. Registration

- All those attending registered upon entry.

2. Welcome and Apologies

- All members and residents.
- Marsha Van der Poel (Head: City Improvement District – Spatial Planning and Environment).
- Councillor Riad Davids (Ward 53).

3. House Rules

- The house rules for the AGM were tabled.
- The procedure for voting on the resolutions was explained.
- The meeting accepted the house rules.

4. Change to Agenda Sequencing

- The following amendments to the agenda were noted:
 - The Ratification of Deviation from the MOI AGM Deadline will be moved from agenda item no. 3 as per the circulated notice to after the Quorum agenda item.
 - Items on the 2026/27 Budget, Surplus utilization 2026/27 and Implementation Plan 2026/27 will be voted on together at the end of the Implementation Plan agenda item; and not individually as they appear in the agenda.
- The meeting approved the amendments to the agenda.

Resolution 1:

On a motion made, seconded, and approved by a show of hands, it was resolved that the agenda as circulated 17 December 2025 and as amended by the meeting be accepted.

5. Membership Confirmation and Quorum

- Membership confirmation and voting eligibility was explained.
- Based upon the current membership of 462, it was noted that 47 members were required to attend for the meeting to be quorate. According to the attendance register a quorum was established and the meeting was therefore duly convened.
- Three procedural matters were raised by a member and recorded as perceived defects:
 - The AGM notice does not set out the actual resolution for the alleged AGM breach.
 - The notice sets out that one director will retire, which is contended is in contradiction of the MOI; and
 - The membership list published on the website is a list of properties and not of membership.
- The member noted that these perceived defects were raised with the CID Board, City of Cape Town and the company secretary on 29 December 2025 and the member contended that no attempt was made to rectify the defects.
- The member's comments were noted and recorded.

6. Ratification of Deviation from the MOI AGM Deadline

- The Chairperson noted that the members had been advised of this matter in writing in advance, with reasons provided for the delayed AGM.
- It was recorded that the CID board obtained legal counsel and acted according to this advice and input from The City of Cape Town.
- It was further recorded that a vote against the ratification does not render the CID invalid but that the AGM will have to be reconvened.
- Members noted that there was no allowance for time to raise concerns on the ratification of the Deviation from the MOI AGM Deadline.

Resolution 2:

On a motion made, seconded, and approved by a show of hands, it was resolved that the Ratification of Deviation from the MOI AGM Deadline be accepted.

7. Previous AGM minutes

- The AGM minutes held on 6 November 2024 was made available on the CID website and also circulated before the current AGM.

Resolution 3:

On a motion made, seconded, and approved by a show of hands, the AGM minutes of 6 November 2024 were accepted.

8. Chairperson's Report

- The previous Chairperson's report for the year ended 30 June 2025 was distributed in advance of the meeting and was made available on the CID website.
- The current Chairperson noted that the previous Chairperson, Mr A.D. McGuffog held the position until 21 October 2025 and that the current

- Chairperson Dr A.M. Hopley assumed the office thereafter.
- The current Chairperson therefore proposed to table an additional updated Chairperson's Report for the period since 21 October to January 2025, covering the period since she assumed the office of Chairperson.
 - The meeting agreed that the period under review was for the year ending 30 June 2025 and therefore an updated report was not required.
 - The Chairperson's updated report was therefore not presented.

9. Feedback on Operations for 2024/25

- The manager of the PLCID presented his report on the Pinelands CID Operations for the year ended 30 June 2025 covering the core business activities of Public Safety, Environment, Social Development.
- Matters raised by members from the floor and responded to by the Board, the CID Manager and/or the City CID Branch Representative:
 - It was noted that the PLCID is not spending its budget. The City representative Marsha van der Poel indicated that effective 2026/27 financial year, all CIDs will be required to spend 90% of budget to prevent the accumulation of surpluses which are prevalent in many CIDs.
 - Five Metro police Neighbourhood Safety Officers are dedicated to Ward 53. The CID Manager noted that the PLCID has direct communication links with them exist, but it was noted that they are required to cover the entire Ward 53 (which is more than just Pinelands).
 - A member suggested that the City of Cape Town undertake activity-based costing when it considered setting the Additional Rates budgets and comparing the budget to actual services being rendered. This would also assist in utilising the surplus effectively.
 - A member proposed that the CID considers an additional top-up service to utilise the surplus. The proposed top-up service could include the separation of organic waste at source.
 - The question on the members' contribution to the surplus and the actual number of Pinelands Additional Ratepayers will stand over to the Finance Section of the Agenda.
 - The CID Manager explained that there are two law enforcement officers dedicated to the PLCID which reports directly to the CID Manager. The CID Manager determines their shifts and routes.
 - The PLCID board and manager follow the business plan as approved by the members. Suggestions, like those concerning separation of organic waste at source, are welcome but need to be incorporated in the business plan.
 - ACTION POINT: It was noted that there is a general lack of understanding amongst residents regarding PLCID membership and that a membership drive will be implemented post AGM.
 - It was noted that CID is involved in social development activities in neighbouring communities, which is permitted provided it has a direct impact on the PLCID's area.

10. Approval of the Annual Report for 2024/25

Resolution 4:

On a motion made, seconded, and approved by a show of hands, the Annual Report for 2024/25 was accepted.

11. Finance

- The previous Treasurer's Report covering the financial year ended 30 June 2024 was presented and noted with the following highlighted:
 - The PLCID achieving financial security, a clean audit report since inception, good working relationships with various city departments, the strengthening of policies and procedures and the gaining of knowledge in supplier bids and contracts.
 - Proactive steps were also being undertaken by the new board to spend the accumulative surplus according to directives.
- The Audited Financial Statements for the year ended 30 June 2024 were required to be noted and were duly **NOTED**. These statements were published on the website and was circulated in advance.
- The Additional Surplus Funds Utilisation 2024/25 was required to be noted and was duly **NOTED**.
- The Budget for the financial year ended 2025/26 was presented for approval, with the following information provided by the Treasurer:
 - The 5-year business plan established in 2023 determines the Additional Rates paid by members over the 5-year term.
 - Budgets are approved annually in advance at the PLCID AGM and the City of Cape Town, and those budgets cannot materially deviate from the 5-year business plan.
 - An underspend in any particular year becomes part of the accumulated surplus carried forward to the following financial year. This accumulated surplus can only be spent in future years on projects and capital expenditure ("CAPEX").
 - The Budget 2025/26 was presented on a line-by-line basis to the membership for its consideration.
- The origins of the PLCID Accumulated Surplus were then explained by the Treasurer:
 - It comprises underspent prior year budgets, bank interest received, and other income received.
 - The Accumulated Surplus can only be spent in future years on projects and Capital items ("CAPEX") except for two months of income that needs to be held in the bank as a safety net.
 - The brought forward Accumulated Surplus on 1 July 2024 amounts to R8.3m reflecting the underspend of the budgets in preceding years.
- The planned utilisation of the Accumulated Surplus for 2025/26 was noted and includes additional spend on CCTV, festive season security and an additional vehicle for Law Enforcement Officers ("LEOs").

- In response to questions from the members, the Treasurer noted that:
 - Regarding the acquisition of an additional vehicle for the LEOs, the PLCID would have had to pay for the vehicle whether it was purchased directly or procured through the City of Cape Town.
 - The establishment of the dog park was part of the 5-year business plan and as such the board is obliged to consider the establishment.
 - The costing and proposed spend on parks and the breakdown between the various parks will be communicated on finalisation of the proposals.
 - 60% of residents were required to establish the CID. All of the residents of Pinelands, unless they are exempt, are required to pay the additional CID rates and includes businesses within the CID boundaries. It was noted that the percentage of bad debts is extremely small.
 - Currently there is one paid employee and the budget for the next year proposes three paid employees. This would include an operational assistant and an admin assistant for the CID manager.
 - The Garden of Remembrance is a big, proposed expense. The purpose is to focus on one area exclusively as a focal point rather than trying to improve all 45 (approx.) park areas.
 - General expenses are not only the rent and includes all costs that are not operational. This includes the rental of the Pinelands CID office which rent is approximately R11k per month, commencing on 1 March 2026.
 - The Public Safety service provider provides the additional patrollers for the festive season period but since they are additional personnel, additional payments have to be made and are included in the Festive Season Public Safety Plan project costs.
 - Regarding membership, members are required to apply through the completion of an application form to be a member of the PLCID as per City of Cape Town regulations. The payment of the additional rates does not pre-suppose membership.
 - The Safety App proposed in the budgeted figures forms part of the business plan and a RFQ was distributed for implementation.
 - It was reiterated that the budget follows the 5-year business plan, and this forms the basis for the calculation of additional rates.
 - Regarding the increase in employees, the budget for 2026/27 incorporates two additional paid employees, and consultants are used for specific expertise.
 - Regarding the vehicle for LEOs the PLCID currently rents a vehicle, but it is expensive, and a purchase is deemed more cost effective.
 - A member commented that there was a need for public toilets.
- The voting on the Budget 2026/27, Utilisation of the Accumulated Surplus for 2026/27 and the Implementation Plan for 2026/27 was then tabled by the Chair which would be grouped together but voted on separately.
- A counter proposal from the floor was tabled whereby the Resolutions seeking approval of the Utilisation of the Accumulated Surplus 2026/27 should be held over to a future meeting pending clarity from the Board regarding the expenditure of the surplus funds for the preceding financial years. By a show of hands this counter proposal was not accepted.

Resolution 5a:

On a motion made, seconded, and approved by a show of hands, the Budget for the 2026/27 financial year was accepted.

Resolution 5b:

On a motion made, seconded, and approved by a show of hands, the surplus funds utilisation for 2026/27 was accepted.

Resolution 5c:

On a motion made, seconded, and approved by a show of hands, the Implementation Plan for 2026/27 was accepted.

12. Appointment of the Registered Auditor

- It was confirmed that a procurement process was followed in the appointment of the auditor by the previous board.
- The Board recommended that the current Registered Auditor PragmaKonsult continue as the auditor for the financial year ended 30 June 2026.
- The Board recommended that a new procurement process be undertaken to appoint a new Registered Auditor for the financial year ended 30 June 2027.

Resolution 6:

On a motion made, seconded, and approved by a show of hands, the Appointment of the Registered Auditor for 2026/27 was accepted.

13. Confirmation of the Company Secretary

- It was noted that due process was followed to procure the appointment of the company secretary.
- The appointment of the Company Secretary by the Board of Directors was **NOTED**.

14. Changes to the Board members and election of new Board members

- The resignations of directors C Lee, A McGuffog and J Britz were duly **NOTED**.
- The co-option by the Board of A.M. Hopley, C Lee, and S Mohamed in accordance with the MOI and was duly **NOTED**.
- It was noted that the term for the co-opted directors ends at the AGM.
- The Board appointed A.M. Hopley as Chairperson after the resignation of the previous Chairperson Mr A McGuffog and the appointment was duly **NOTED**.
- It terms of the MOI, 1/3 of the longest serving directors are required to retire by rotation at the AGM.
 - A Clarke retires by rotation at the AGM and is available to re-appointment subject to valid nominations.
- M McNamara continues in her current term and therefore continues in office without nomination.

- A request from a member for the election to be done by ballot and not show of hands was made. The Chairperson accepted the request, and the election of Board members was therefore conducted by ballot.
- The 8 nominees for election to the Board were given two minutes to present themselves to the meeting.
- The Board Observer, Councillor Riad Davids, had made a direct request to the Chairperson prior to the commencement of the AGM to address the meeting before the vote for the election of the Board members.
- The Chairperson agreed to the request and the Observer was permitted to make a statement to the members.
- In response to a member's question as to why certain proxy forms downloaded from the website had not been accepted at registration, it was noted that only proxy forms with the correct AGM meeting date were acceptable.
- The election of Board members was then conducted by ballot.
- The results were finalised and confirmed on 30 January 2026, whereupon the elected directors were notified and accepted their elections and were then deemed appointed with effect from 30 January 2026.
- The outcome of the ballot voting is:

A CLARKE	Elected
AM HOPLEY	Elected
T JOSEPH	Elected
C LEE	Elected
S MOHAMED	Elected
A MCGUFFOG	Not Elected
D OWEN	Not Elected
P RIST	Elected
J THONISSEN	Elected
S VAN ZYL	Elected

15. General

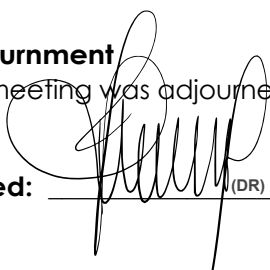
NONE

16. Q&A

NONE

17. Adjournment

The meeting was adjourned by the Chair at 21h30.

Signed:  (DR) _____

Date: 24 February 2026

Chairperson: Dr A M (Marietta) Hopley