Minutes of the 6th Annual General Meeting of Penzance Estate Special Rates Area CID (PESRA)(NPC), held on: Thursday, 5th December 2024 at 19h00 at Deus, Main Road, Hout Bay.

Directors of PESRA and their respective portfolios:

Name	Current CID Portfolio
Mariette Armitage	Chairperson
Allison Schwegmann	Treasurer
Leigh Morris	Secretary, Communication
Friedel McLachlan	Environmental
Debbie Meinhold	Communication

Volunteers of PESRA and their respective portfolios:

Name	Current Portfolio
Anthony Chemaly	Security
Charles Kerr	Security

The notice of the meeting was published in the Cape Times and Die Burger dated Friday 8 November 2024. Notices were sent out electronically together with signed Form CoR36.2. This was also placed on the CID's website www.penzance-estate.co.za

1. Registration
   All those in attendance at the meeting completed the attendance register (attached hereto as Annexure A). The Chairperson, Mrs. Armitage welcomed all those present at the meeting. A special welcome was extended to Candice Janse Van Rensburg from the City of Cape Town.

2. Apologies
   Formal apologies were received from:
   - Vanessa Wright
   - Lauren Bullard
   - Erich Potgieter
   - Louise van Niekerk
   - Jeanne Livingstone

3. Membership
   The following notice of changes of Membership is recorded:
   There are currently 76 registered members on the Penzance Estate SRA's membership register. During 2024 eight applications for membership were received and approved.

   According to the CID's Memorandum of Incorporation (MOI), each registered member is entitled to one vote per R10 million of municipal property valuation, up to a maximum of ten votes. Additionally, any member with CID levy arrears exceeding 60 days is disqualified from voting, unless they can demonstrate a dispute or a payment arrangement with the City. The latest arrears report from the City of Cape Town confirms that no voting member is in arrears for more than 60 days, except in cases where payment has been made or proof of a dispute or payment arrangement is provided.

4. Proxies
   The following valid proxies were received and are noted:
   - ERF 4164
   - ERF 6009
   - ERF 2998
   - ERF 7908
   - ERF 790
   - ERF 682
   - ERF 725
   - ERF 4244

5. Quorum to constitute a meeting
   A quorum is established as more than 10% of the Members are in attendance, inclusive of proxies in accordance with Clause 11.6 of the Memorandum of Incorporation ("MOI"). As per section 5(5) of the SRA By-Law permission was granted by COCT to host the AGM outside SRA boundary due to no facility within the SRA boundary that could comfortably accommodate the AGM meeting. The meeting was deemed to be duly convened.

6. Previous minutes
   The minutes of the Annual General Meeting dated 06 December 2023 are considered read as these were available for download from the CID'S website. Proposed to be correct by Mrs Armitage. This was unanimously accepted by the Members. There were no matters arising.

7. Chairperson's Report

   Mrs. Armitage provided a brief overview of the year's activities, noting that the PESRA continues to address the five pillars of the SRA as mandated by the COCT, which are:

   1. Public Safety
   2. Cleansing and Environmental
   3. Social Upliftment
   4. CID management
   5. Marketing and communications

   Mrs. Armitage noted that PESRA had received a clean audit, and reiterated that all the directors are unremunerated.

   Mrs Armitage then introduced volunteer, Anthony Chemaly, to present on Security and Public Safety:

- Camera Network: The area is monitored by 60 cameras on a constant live stream, managed by Deep Blue Security's control room. This year, 10 additional cameras have been installed, enhancing coverage.
- Proximity to Crime Sources: High crime levels are primarily attributed to the area's close proximity to an informal settlement.
- Access Challenges and High Foot Traffic: The area has three entry and exit points, resulting in significant daytime foot traffic. This creates monitoring challenges for the control room, as numerous alerts are generated throughout the day.
- Power Backup Systems: All cameras are equipped with UPS backup systems, ensuring functionality during power outages for up to four hours.
- Crime Hotspots:
  - *Main Road:* Known for frequent petty crimes, including theft of cables, pipes, rubbish bins, and break-ins at both residential and commercial properties.
  - *Payne Street Entrance:* A key access point, where criminals are often observed walking along the road and using it to access lower roads for housebreak-ins.
  - *School Gates:* The most active access point for criminals. Gates are left open during the day for pupils, inadvertently allowing unauthorized access to the area.
- Perimeter Monitoring and Patrols: Several cameras are positioned along the fence line, which is inspected and maintained weekly. The CCP performs ad hoc checks to evaluate and test the Deep Blue system's effectiveness.
- Patrol Strategies: Daytime foot patrols focus on the school gates and Payne Street entrance, with patrol locations adjusted based on crime trends.
- Specialised Camera Technology: A thermal imaging camera is deployed to monitor activity from the mountain area.
- Advanced Monitoring Tools: The First Alert system, integrated into the camera network, provides layered monitoring to detect movement across the neighbourhood at night and in high-crime areas during the day.

Mrs Armitage then introduced Board member, Friedel McLachlan, to present on Beautification & Cleansing:

- General gardening by the two gardeners
- Tidying & pruning; also to provide visibility for the cameras
- Collecting litter
- Removing invasives

- Clearing stormwater drains
- Unkept verges (over 3 years, 10 verges have been attended to)
- Almost 8 bakkie loads of rubbish removed per month on average
- Thanks to residents assisting with watering and a reminder that the CID will reimburse for water used
- Urge residents to water new plants on their verges, in particular in the hot months.

Mrs Armitage then introduced Board member, Leigh Morris, to present on Communication:

- 2x WhatsApp groups (one for emergency only and the other a discussion group)
- Available on WhatsApp or email
- Facebook group
- Website
- Quarterly newsletter

Mrs Armitage then introduced Board member, Allison Schwegmann, to present on Finance:

- PESRA had received a clean audit report for FY2023-24
- Interest bearing account for surplus funds
- 2x months CID rates in the account, per CoCT requirements, as contingency
- % of retention amount paid back
- Reserves arise from budget surpluses and are carried forward to future periods for projects
- Positive cashflow
- No big projects in the pipeline; continue as per the initial implementation plan

8. Approval of the Annual Report
   The Annual Report is available on the CID website. No questions were raised by Members regarding the Annual Report and this was accepted by a clear majority in a show of hands by the Members present at the meeting.

9. Noting of Audited Financial Statements 2023-24
   The audited Annual Financial Statements were circulated in advance of the meeting and are available on the CIDs website. Ms. Schwegmann stated that Annual Financial Statements had met audit requirements. No questions were raised by Members regarding the audited financial report.

10. Approval of Budget 2025-26
    The budget for 2025-26 is available to view on the website. The budget was accepted by a clear majority in a show of hands by the registered Members present at the meeting. Surplus funds utilisation for 2023-24 were approved by a clear majority in a show of hands by the members present. Members approved the additional surplus funds utilisation for 2024-25 by a clear majority in a show of hands.

11. Approval of Implementation Plan 2025-26
    The implementation plan for 2025-26 is available to view on the website. The plan was accepted by a clear majority in a show of hands by the registered Members present at the meeting.

12. Appointment of Auditors
    Leon Margolis Chartered Accountants were approved by the Members.

13. Confirmation of Company secretary
    Ms. Leigh Morris was confirmed as company secretary by a clear majority in a show of hands by the members present at the meeting.

14. Election of Board Members
    In accordance with Clause 12.1.7 of the MOI ("as required by item 5(1)(b) of Schedule 1 to the Act, at least 1/3 (one third) of the directors shall resign every year at the AGM, but shall be eligible for re- election"), Ms. Leigh Morris resigned as a director. Her re-election as a director was unanimously confirmed by all Members present at the meeting. Mrs. Armitage resigned as Chairperson but is not available to stand for re-election.

15. Q&A

Do the cameras record?
AC confirmed that the cameras do record.

Do the robberies take place mostly during the day or at night?
AC noted that robberies are mostly opportunistic occurring during the day.

How do Deep Blue statistics compare to SAPS figures?
AC observed that PESRA do not get the SAPS statistics.

Should I take care of my own verge or does this interfere with the gardeners' work?
FM asked owners to take care of their own verges if they are able to do so.

What type of cuttings/plants are needed?
FM suggested any water-wise and indigenous plants, for planting during the winter season.

Why did the Community Vegetable Garden not take off?
Trustees observed that there were too many hurdles working with City of Cape Town, including issues with personnel changes, onerous bureaucratic requirements and very little attention given to the project by the City officials.

Is the green belt zoned for building?
AM confirmed that it is zoned for housing.

Do pothole repairs come out of the CID budget?
It was noted that they do not, and that these repairs are done by the City. Residents must report potholes on the City's C3 system, obtain a reference number and should there be no response from City, the CID can escalate the matter.

Burst waterpipe 36 Lategan Road repaired but road surface needs repair. Who does this?
It was noted that road surface repair is done by a different City department. The matter should be reported on the City's C3 service request system.

16. Adjournment: meeting adjourned at 20h05

Thank you:

- Board members and volunteers
- City of Cape Town

Adoption of minutes

These minutes are adopted as accurate and complete:

Date 10 December 2024

Signed Mariette Armitage