**Minutes of the 6th Annual General Meeting of Penzance Estate Special Rates Area CID (PESRA)(NPC), held on: Wednesday 3rd December 2024 at 19h00 at The Atlantic Boat Club, Hout Bay.**

Directors of PESRA and their respective portfolios:

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

Volunteers of PESRA and their respective portfolios:

| Name | Current Portfolio |
|---|---|
| Anthony Chemaly | Security |

The notice of the meeting was published in the Cape Times and Die Burger dated Friday 7 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, Ms. Morris welcomed all those present at the meeting. A special welcome was extended to Alma Stoffels from the City of Cape Town who joined the meeting online.

2. Membership
   The following notice of changes of Membership is recorded:
   There are currently 79 registered members on the Penzance Estate SRA's membership register. During 2025 four 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.

3. Proxies
   The following valid proxies were received and are noted:
   - ERF6009
   - ERF4164
   - ERF816
   - ERF725
   - ERF5614
   - ERF4339
   - ERF3650
   - ERF8756
   - ERF7958

4. 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.

5. Previous minutes
   The minutes of the Annual General Meeting dated 05 December 2025 are considered read as these were available for download from the CID'S website. Proposed to be correct by Ms. Morris. This was unanimously accepted by the Members. There were no matters arising.

6. Chairperson's Report
   Ms. Morris 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

   Public Safety

- Camera Network: The area is monitored by 60 cameras on a constant live stream, managed by Deep Blue Security's control room. Additional cameras have been installed during the past year, along Main Road and Armour Road.
- 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.
- 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.
    - *Fence lines:* number of cameras along the fence lines are easy to monitor, new dual camera installed to upgrade coverages
- Foot guard: assigned to either Silikamva / Sijonga gate or the Payne Street entrance. Additional guard installed during the December/January period
- 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.

Beautification & Cleansing

- Ongoing upkeep and landscaping of our verges
- Collecting litter
- Removing invasives
- Clearing stormwater drains
- Thanks to residents assisting with watering and a reminder that the CID will reimburse for water used
- Repainted and repaired the guard hut
- Creation of firebreak in the greenbelt between IY and Penzance
- Trimming and maintenance of trees that were obstructing cameras
- 2x gardeners working 4 days per week

Social Upliftment – Thula Thula

- A community-driven organisation dedicated to improving the lives of individuals and families affected by fires in Hout Bay
- In May 2025, PESRA was able to provide financial assistance to 16 families who had lost everything in a fire

Communication

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

Ms Morris then introduced Board member, Allison Schwegmann, to present on Finance:

- PESRA had received a clean audit report for FY2024-25
- 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

7. 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.

8. Noting of Audited Financial Statements 2024-25
   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.

9. Approval of Budget 2026-27
   The budget for 2026-27 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 2026-27 were approved by a clear majority in a show of hands by the members present.

10. Approval of Implementation Plan 2026-27
    The implementation plan for 2026-27 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.

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

12. 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.

13. 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"), Mrs. Debby Meinhold resigned as a director. Her re-election as a director was unanimously confirmed by all Members present at the meeting. No other nominations were received.

14. Q&A

**Street lights on query for various streets**
LM noted that this might be per City

**Facial recognition camera monitoring**
LM confirmed that this is done by Deep Blue

**CID ranking**
AM noted that PESRA ranks highly however worth noting that some of the CIDs are far more complicated with residential/industrial areas

**Maintenance of Hout Bay Common**
It was noted that the Common falls with the SEBCID boundary and they assist City with the maintenance and upkeep

15. Adjournment: meeting adjourned at 19h55

Thank you:

- Board members and volunteers
- City of Cape Town

Adoption of minutes

These minutes are adopted as accurate and complete:

Date 23 December 2025

Signed Leigh Morris