

MINUTES OF THE BOARD MEETING OF THE EASTLAKE ISLAND CID NPC HELD ON TUESDAY 22ND AUGUST 2024 @ 16:45 AT 14 BURGEE BEND MARINA DA GAMA

1. Introduction, welcome, apologies

All members present:

Directors:

Cheryl Philip	Chairperson
Pam Hicks (PH)	Recreation and Parks
Peter Kruyt (PK)	Treasurer
Peter Weir (PW)	Public Safety

Management:

Barrie Barnard (BB)	Community Upliftment and administration
Jesemine Naidoo (JN),	Communications
Rudi Kindler (RK)	Waterways
Caroline Peirce (CP)	Infrastructure

The chair welcomed Barrie and Rudi to the board meeting and thanked them for their interest in joining the committee.

2. Approval of agenda

The agenda was approved with no amendments.

3. Declaration of Directors' interests

All present noted that they have no interests to declare. Noted that, as a key practice, attendees must recuse themselves from discussions on any agenda item that is a related party transaction.

4. Approval of minutes

The minutes of the meeting dated 2 July 2024 were approved.

Noted the changes to the portfolio holders as agreed at a management meeting held on 11 July 2024; and

All further matters to be addressed under the various portfolio reports.

5. Portfolio reports

5.1 Finance report – Peter Kruyt

- Funding has not yet been received from the City of Cape Town;

- VAT application approved by SARS on 19 August 2024;
- Company listed on the City of Cape Town database as an organization on eServices on 19 August 2024 under Reference # 2024/345924/08/00001. It must be approved as a registered supplier by the Supply Chain Management Department to enable the CID Department to create a purchase order before the necessary funds can be paid over to the CID;
- Bookkeeper – 5 quotes were received. The committee approved the appointment of infobase CC, a resident in the Marina da Gama;
- Auditor – a decision was held over to the following meeting. Two quotes were received, and a further two auditing firms declined to quote. A third quote is awaited;
- Bank balance – the current loan to ELISA is R75 000. Bridging finance will be required if the funds are not received from the CoCT by the end of August 2024;
- Tax exemption submission to SARS to be lodged. Nexia has assisted up to now with the tax registration and VAT registration free of charge and will assist in splitting the CID tax profile from that of the personal tax profile of the chairperson once the tax exemption is finalised. The chair noted her conflict of interests with Nexia and recused herself from the deliberations and final decision. The committee agreed to appoint Nexia to apply for the tax exemption on behalf of the company at the quoted rate.

5.2 Public safety – Peter Weir

- Damage to a vehicle parked in Burgee Bend was noted;
- Regular notifications to be circulated with the Deep Blue Security control room contact details to encourage members to report directly to the service provider;
- The suppliers of the electricity to the cameras to enter into a written agreement with the CID for payment (PW);
- Agreed that the installation of UPS on cameras be placed on hold. The main cameras are supported by UPS by the suppliers of the electricity;
- Upgrading of security beacons at entrance (chair and RK to get quotes); and
- Signage for entrances to be discussed at the following meeting.

5.3 Waterway – Rudi Kindler

- The salinity of the waterways is currently very low which has resulted in alien vegetation;
- Both the Kingfisher and the Cape Shoveller are currently out of commission;
- The removal of the plastic pollution and man-made debris from the waterway is required on an ongoing basis; and
- The waterway dashboard to be uploaded to the website.

5.4 Parks and Recreation – Pam Hicks

- Contact has been made with key role players in the public open spaces in the Marina da Gama;
- An application was submitted to the CoCT Recreation and Parks Department to increase collaboration with the department. This is a new initiative by the CoCT;
- A request for plants to enhance the entrance to Eastlake Island was not well supported but further improvements will be made in the future. Discussions were held with the Councilor to tar an area behind the guard hut for visitors' parking. The chair noted that this area had been abused by non-resident truck drivers to overnight their trucks which has recently been mitigated by laying large logs across the area. Noted the availability of parking bays behind the guard house; and
- A survey is to be circulated to address the members' requirements, in line with the CID commitments going forward.

5.4 Community development – Barrie Barnard

- Agreed that the CID will get involved in some form of community upliftment in Vrygrond, which borders the CID area;
- The following two projects were suggested:
 - Regular book drives to donate books to the two libraries in the area; and
 - Co-ordinating the collection of previously used goods for donation to the Bay Church for onward distribution to the needy in Vrygrond.
- Plans to be submitted at the following board meeting.

5.5 Infrastructure – Caroline Peirce

- Letters have been forwarded to the Ward Councilor and to the MDGA to request introductory meetings;
- CoCT service contact details to be circulated on the WhatsApp group and website;
- Request to be submitted to the CoCT to upgrade the street lines, street signs etc.

5.6 Communications

- The first newsletter introducing the committee was distributed in August 2024;
- A more detailed newsletter to be circulated by the end of September. members to assist with content. Jimmy Fitzpatrick to assist with the circulation via Mailchimp;
- The website requires upgrading. The quote received from a website designer that has created other CID websites and knows the content required was approved; and
- RK offered to design a new logo for the CID which will be used on the website and any communication.

5.7 Administration (database) – Barrie Barnard

- The updated database of property owners was received from the CoCT this year. The property database and move-out sheets provide the CID with the latest property information in terms of changes in ownership etc. which will assist the CID to keep its

membership register up to date in terms of article 12 & 13 of the Memorandum of Incorporation of the Company. Only property owners in good standing can apply for membership to the CID and participate and vote at the general meeting of members;

- The increase of members receiving Council rebates compared to 2023 was noted;
- Property owners who qualify for rates relief are exempt from paying CID levies and in terms of clause 15.2 of the CID Policy membership will terminate, however, they can be co-opted onto the board; and
- The council has confirmed that the reduced number of members paying the CID levy will not affect the budget nor the income as any underbilling that has occurred will be recovered from the rolling bad-debt reserve. Likewise, if over-billing occurs for the year, the funds are transferred into the rolling bad debt reserve.

6. Resolutions

The following resolutions were ratified:

2025/03	Appointment of CL Philip as the company secretary
2025/04	Authorisation to enter into Finance Agreement with the City of Cape Town

7. General

7.1 Policies – the following policies, as circulated, were approved:

- Procurement Policy;
- Code of Ethics;
- Complaints procedure; and

7.2 Correspondence – the following documentation, as circulated, was taken as read:

- Memorandum of Incorporation of the Company (and to be uploaded to website)
- Finance agreement with the City of Cape Town; and
- Outdoor advertising and signage by-law

7.3. Annual General Meeting

- San Marina Clubhouse has been booked for 28 November from 18:00;
- Notification to property owners to apply for membership to the CID to be included in the next newsletter and uploaded to the website. Although all property owners pay towards the CID, to vote and participate at the meeting, the owners must apply for membership; and
- Draft notice of meeting and further documentation, as required by the CoCT, to be circulated to the committee for review. New directors to be nominated and appointed at the AGM.

7.4. City of Cape Town

- Meeting of CID's – 30 September 2024. A representative from the CID to attend in person; and
- Training engagements in respect of the financial requirements have been scheduled for the 17th of September 2024 @ 11:00. The chair and PW to attend via zoom.

8. General

Pam Hicks submitted her resignation to the Company as a director but will continue in her position as the representative of the Recreation and Parks portfolio. The chair, as the appointed company secretary was mandated to lodge the changes with the CIPC.

9. Next meeting and closure

The following meeting is scheduled for 10 October 2024. There being no further business the Chairperson thanked the members for attending and closed the meeting at 18:45.

Read and signed by the Chairperson.

Chairperson