



**Minutes of the Annual General Meeting
Simon's Kloof Community Improvement District Not for Profit Company
Simons Town Town Hall at 18h000 on 25 November 2025**

1. Invitees
All members of the SKCID NPC, non-member property owners, residents of the SKCID area, representatives of the City of Cape Town (CCT) and members of the public.
2. Present
Andrew Robertson (SKCID Chairperson), Eric Pelsler (SKCID Board member), Sergio Capellino (SKCID Board member), Nico Panagio (SKCID Board member), Lorraine Goddard (SKCID Board member), GW & SE Chamberlain, M Rudolph, C Singer, S Buck, P Tandy, AJ du Plessis, J Thompson, B Murphy, P Smith, T Wilson, A Jongens (ST CID Steering Committee), T Inggs (ST CID Steering Committee), M Leevon (Ithuba), M Mapasa (Ithuba), David-John Steyn (CCT CID Department via Zoom) and Caro Stelling (administration)
3. Welcome and apologies
NP welcomed everyone in attendance, welcoming Andrew Robertson as the new Chairperson, and David-John from the City of Cape Town (CCT) CID department via Zoom. 2x visitors from the new ST CID Steering Committee and 2x Ithuba Security representatives
4. Members
2x member resignations
2x new members
56x registered members
5. Quorum to constitute meeting
13x members were in attendance and 5x proxies received
6. Chairperson's Report
NP presented the report on the activities of the board for FY25, including several recent developments. Thanks were extended to GD and CS for their efforts in getting the CID established. NP reflected on the commitment of board members, noting that they volunteer their time out of a sense of duty and service to the community. Appreciation was also expressed to the various CoCT departments and representatives, as well as to the Simon's Kloof residents for consistently logging C3 service requests and supporting environmental and fire-related work in the area
7. Feedback on operations 2024/25 (presented by all board members present)
The board provided members with an update on the Company's operations, and the full presentation is available on the website.

NP outlined several challenges faced by the CID over the past year, including the resignation of board members and differing perceptions regarding the scope of services provided by SKCID.

AR noted that operations and the various portfolios are managed and overseen by the board members.



SC delivered an update on the Fire Portfolio, highlighting the ongoing difficulty in determining which entity is responsible for what (CoCT, SANParks, Public Works, SA Navy), how each operates, and how the CID should engage with them. He reported positive progress on firebreaks and the clearing of alien vegetation, and confirmed that additional fire equipment has been added to the existing stock. SC noted that portfolio deliverables have now been streamlined and simplified, with the intention of encouraging more volunteers to assist next year. This will be communicated to residents.

NP then briefly commented on the Environmental & Cleansing efforts within the CID, expressing sincere thanks to LG and her team of volunteers and workers for their hard work, dedication, and achievements in this portfolio.

EP provided an update on the CID's relationship with Mach1 and the transition from ISS to lthuba.

8. Approval of Annual Report

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

9. Noting of Audited Financial Statements 2024 /24

No questions were raised by Members regarding the audited financial report. The AFS can be viewed on the website.

10. Budget

The budget for 2026-27 is available to view on the website.

10.1 Approval of budget for 2026/27

The budget was accepted by a clear majority in a show of hands by the registered Members present at the meeting.

10.2 Approval of additional surplus funds utilisation for 2025/26

The utilisation of additional surplus funds was accepted by the registered Members present at the meeting.

11. Approval of the implementation plan for 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.

12. Appointment of a Registered Auditors Waterford Mews (Cecil Kilpin & Company)

Waterford Mews was approved in a clear majority in a show of hands by the registered Members present.

13. Confirmation of Company Secretary

AR was approved in a clear majority in a show of hands by the registered Members present.



14. Election of Board Members

As required by item 5(1)(b) of Schedule 1 to the Act, at least 1/3 (one-third) of the directors need to resign every year at the AGM, but shall be eligible for re-election. Therefore two of the four directors, Clair Schaap and Lorraine Goddard, resigned. It was noted that Clair Schaap would not be available for re-election. It was noted that Gary Douglas had resigned and would also not be available for re-election. The director nominations of Andrew Robertson and Eric Pelser were approved by all members present.

15. Q&A

- 15.1 Would it be possible to engage SanParks' assistance clearing the vegetation above the firebreak line?
SC noted that SanParks clear per block and will include alien vegetation as part of the block. He confirmed that cleared vegetation is stacked and left in situ, not removed.
- 15.2 As property values increase. Presumably the rate payable increases and then subsequently the CID levy?
The general valuation role is a legal document compiled by municipalities that lists all rateable properties within its boundaries along with their market value. It is used to determine the property rates payable by owners, with valuations based on a specific data valuation and updated at least every four to five years. Property owners can inspect the role and object their property's valuation if they believe it is inaccurate.
Contrary to what the member was suggesting, the property rates do not increase when properties are sold at high values.
- 15.3 Is the portion of levy withheld by the City as a bad debt provision paid back?
The City retains typically 30% as a bad debt provision. If the retention amount exceeds the total arrears, approximately 75% of the difference is refunded annually as income, once the annual audit is complete.
- 15.4 Could the 7.5% increase budgeted for be pulled back at some point, given the increasing surplus?
This could be discussed, but no decision to do so currently.
- 15.5 Is the CID able to engage with the owner who has numerous pine trees on their property, to remove the trees which are a fire risk to all?
The CID can only raise the issue with the owner, however the CID has no mandate to put pressure on property owners to remove trees. This matter should be reported to the City. The CID would however assist in establishing the reporting process and would share the information on the WhatsApp group, along with a reminder to all CID residents about trimming vegetation/cutting back as fire season gets underway.



- 15.6 Simons Town CID Steering Committee members provided a brief update on the CID establishment, noting that with only 3x steering committee members, progress is slow. The urban management survey will be run next year, ~1300 properties, still to resolve their boundaries (3x economic nodes, plus residential catchment).
- 15.7 ITuba representative provided an update on the services and agreements for CID residents which remain as the previous ISS contract.
16. Adjournment
There being no further business, NP closed the meeting at 19h15

Thank you:

- Board and committee members
- City of Cape Town
- CID residents

Adoption of minutes

These minutes were adopted as accurate and complete by the members of the annual general meeting:

Date:

10 / 12 / 2025

Signed:


