MINUTES OF FIRST ANNUAL GENERAL MEETING
THE OWNERS OF CLUSTER 2B, WITCHCLIFFE ECOVILLAGE
SURVEY-STRATA PLAN NO 77788

Held at 10437 Bussell Hwy, Witchcliffe on 17 December, 2020

The meeting commenced at 11:00am.

1. **Attendance**

Michael James Hulme, director of Sustainable Settlements Pty Ltd (ACN 169 286 337) (**Sustainable Settlements**).

2. **Proxies**

A proxy form was tabled from Sustainable Settlements and Perron Developments Pty Ltd (ACN 000 230 446), being the developers of the scheme and co-owners of all lots, (**Scheme Developer**) in favour of Mr Hulme.

3. **Quorum to proceed**

As the proprietors of all lots were in attendance there was a quorum to proceed.

4. **Appointment of chairperson for the meeting**

It was resolved that Mr. Hulme will act as Chairperson for the duration of the meeting.

The Chairperson advised that this meeting is the first annual general meeting of the strata company.

5. **Registration of Strata Plan**

It was confirmed that the date of registration of Survey-Strata Plan 77788 (**Strata Plan**) was 25 November, 2020 and that the name of the scheme is "Cluster 2B, Witchcliffe Ecovillage".

GENERAL BUSINESS

6. **Election of council of owners**

It was resolved that Sustainable Settlements, being a co-owner of all lots, is the council of owners and Mr. Hulme, as its nominee is the Chairperson, Secretary and Treasurer of the strata company.

7. **Insurance**

The Chairperson tabled the strata company insurance policy with CHU Underwriting Agencies Pty Ltd, cover note CAH40009140, procured by the Scheme Developer on behalf of the strata company, commencing on 14/12/20, at a cost of $2300.00.

It was noted that the cost of insurance included in the Proposed Strata Budget has been increased by $300.00 to reflect the actual policy cost, however the additional cost will be absorbed by an estimated $300 reduction in the consumable inputs for the community garden in the first quarter, therefore there will be no change to the levy schedule.

The Chairperson proposed that the strata company resolves to accept the strata company insurance policy tabled and retain it in the strata company records.

Passed

SPECIAL BUSINESS

8. **Strata company budget**

The Chairperson proposed that the strata company resolves to adopt the attached "Proposed Strata Company Budget" for the period 1st April 2021 to 31st March 2022.

Passed

9. **Administration fund**

The Chairperson proposed that the strata company resolves to levy annual contributions to the administrative fund at the rate of $22.05 per unit entitlement, to raise $22,050.00, plus GST, and that such contributions shall be payable in advance by quarterly instalments on the following days each year, 1st January, 1st April, 1st July, and 1st October, beginning on 1st April 2021.

Passed

10. Reserve fund

The Chairperson proposed that the strata company resolves to levy annual contributions to the reserve fund at the rate of $0.50 per unit entitlement, to raise $500.00, plus GST and that such contributions shall be payable in advance by quarterly instalments on the following days each year, 1st January, 1st April, 1st July, and 1st October, beginning on 1st April 2021.

Passed

11. Bank account

The Chairperson proposed that the strata company resolves to open a bank account with BankWest and Mr Hulme be the signatory to that account.

Passed

12. Key documents

The Chairperson tabled copies of the key documents (as defined in the Strata Titles Act 1985) for the scheme, including:

(a) the registered Strata Plan;

(b) the registered By-laws;

(c) the application for registration of the scheme and documents accompanying that application (including Scheme Notice);

(d) the planning approvals for the subdivision and development associated with the scheme;

(e) official notices relating to the subdivision or development associated with the subdivision;

(f) specifications, plans, diagrams and drawings relating to the parcel (including any specifications, diagrams and drawings that show utility conduits, utility infrastructure or sustainability infrastructure) and improvements and utility conduits on the parcel;

(g) warranty documents and operational and servicing manuals for infrastructure forming part of the scheme; and

(h) contracts relevant to the design and construction of the improvements on the parcel.

The Chairperson proposed that the strata company resolves to accept the tabled documents and retain them in the strata company records.

Passed

13. Strata company assets

The Chairperson tabled a list of assets of the Strata Company and proposed that the strata company resolves to accept the tabled list and retain them in the strata company records.

Passed

14. Strata management

The Chairperson proposed that the strata company resolves to be self-managed.

Passed

15. Ecovillage Common Ltd

The Chairperson advised that the Scheme Developers will become members of Ecovillage Commons Ltd on 18/11/20 and tabled a copy of the proposed constitution of that company.

The Chairperson proposed that the strata company resolves to become a member of Ecovillage Commons Ltd.

Passed

16. **Authorisation to enter into agreements**

The Chairperson advised of the need for the strata company to enter into all contracts over the course of 2021 for the provision of amenities and/or services for the scheme (as an when infrastructure, amenities and improvements for the scheme are completed, including the following (**Service Contracts**):

(a) verge maintenance agreement with Shire of Augusta Margaret River;

(b) irrigation water supply and Ecovillage Common land maintenance agreement with Ecovillage Commons Ltd;

(c) supply of renewable energy agreement with CleanTech Energy; and

(d) battery servicing agreement with Tesla.

The Chairperson advised that the Scheme Developer received no remuneration or other benefit and has no direct or indirect pecuniary interest in such contracts.

The Chairperson proposed that the strata company resolves to authorize the Council of Owners to enter into all Service Contracts as required over the course of 2021 on the Strata Company's behalf.

Passed

17. **10 year plan**

The Chairperson proposed that the strata company resolves to adopt the attached 10 year plan.

Passed

18. **Section 107-110 information and certificates**

The Chairperson proposed that the strata company resolves to authorise Sustainable Settlements or such person they may nominate from time to time to prepare and issue information and certificates, under Sections 107 – 110 of the Strata Titles Act 1985 and accept the standard fee for this service.

Passed

19. **Authorisation to execute documents**

The Chairperson proposed that the strata company resolves to authorise the council of owners to execute any documents required to effect the resolutions passed at this meeting.

Passed

There being no further business the meeting closed at 11:30am

Michael James Hulme – Chairperson