MINUTES OF FIRST ANNUAL GENERAL MEETING
THE OWNERS OF CLUSTER 4B, WITCHCLIFFE ECOVILLAGE
SURVEY-STRATA PLAN NO 85753

Held at 54 Mardo Drive, Witchcliffe on 7 April 2023

The meeting commenced at 10:00am.

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 85753 (**Strata Plan**) was 20 March 2023 and that the name of the scheme is “Witchcliffe Ecovillage Cluster 4B”.

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**

   It is advised that an insurance policy has been sought from CHU via Unity Insurance brokers, and is pending clarification of some infrastructure items. The Chairperson proposed that the strata company resolves to accept the CGU insurance policy when it is received and retain it in the strata company records.

   As the strata will not be financial when the cover commences, the Chairperson proposed that the strata company reimburse Sustainable Settlements for the full amount of the insurance invoice.

   Passed

SPECIAL BUSINESS

8. **Strata company budget**

   The Chairperson proposed that the strata company resolves to adopt the attached “Proposed Strata Company Budget and Levy Schedule” for the period 11/04/23 to 10/04/24 (Attachment 1).

   Passed

9. **Administration fund**

   The Chairperson proposed that the strata company resolves to levy annual contributions to the administrative fund at the rate of $24.98 per unit entitlement, to raise $24,983.80, incl GST.

The Chairperson proposed that the strata company resolves to levy annual contributions to the administrative fund on a lot by lot basis (not by Unit Entitlement) as follows:

Lots 1-20: $100.00 per lot Ecovillage Commons Levy

Lots 1-20: $50.59 per lot Energy Supply Levy

and that such contributions shall be payable in advance by quarterly instalments on the following days each year, 1st May, 1st August, 1st November, and 1st February, beginning on 1st May 2023.

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, incl GST and that such contributions shall be payable in advance by quarterly instalments on the following days each year, 1st May, 1st August, 1st November, and 1st February, beginning on 1st May 2023.

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 Developer are members of Ecovillage Commons Ltd 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 proposed that the strata company resolves to enter into all necessary contracts as required over the course of 2023 / 2024 for the provision of amenities or services for the scheme including the following:

(a) Irrigation water supply and Ecovillage Common land maintenance agreement with Ecovillage Commons Ltd;
(b) supply of renewable energy agreement with Amanda Energy; Power Ledger; SwitchDin and Element 47; and
(c) EV charger including Chargefox, Gemtek.

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

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 10:30am

Michael James Hulme – Chairperson

Attachment 1
Cluster 4B Strata Budget and Levy Schedule

Strata Cluster 4B		
20 lots		**Total**
Income	**Notes**	**Total**
Operational fund levies		$ 9,758.00
Reserve fund levies		$ 500.00
Depreciation levies		$ 14,704.20
- Ecovillage Commons Fee	$100/Lot/Pa	$ 2,000.00
- Energy supply charge	$50.59 / lot / annum	$ 1,011.78
Future strata energy sales and community activity income	(Potential future income through community activities and energy sales not included)	$ -
Total Income		**$ 27,973.98**
Expenditure		
Admin		
- Accounting	Xerox	
- Audit	No requirement	$ -
- Bank Fees	Nil	$ -
- Insurance	Public liability $10m + $140k asset	$ (2,858.00)
- Strata management fees	Optional	$ -
Utilities		
- Ecovillage Commons Fee	$100/Lot/Pa	$ (2,000.00)
- Ecovillage Commons Water	Average annual consumption of 3000KL @ 50c per KL	$ (1,500.00)
- Amanda Energy Supply charge	31/12/22 to 07/04/23 @$2.19 per day	$ (212.43)
- Amanda Energy Supply charge	07/04/23 -- 06/04/23@$2.19 per day	$ (799.35)
EV Charger	Not applicable in first year	-
Energy	Path lighting, pumping, etc.	$ (500.00)
Maintenance		
- Cleaning	Consumables	$ (200.00)
- Energy	Microgrid safety check	$ (150.00)
	EV charger service	$ (800.00)
- Grounds	Fertiliser, tools, etc	$ (3,000.00)
- Repairs	Miscellaneous	$ (500.00)
- Irrigation repairs	Sprinklers, etc	$ (250.00)
Depreciation		
- Fixed assets	Battery, building, garden infrastructure, EV charger, etc.	$ (14,704.20)
Total Expenditure		**$ (27,473.98)**

Witchcliffe Ecovillage Cluster 4B, Indicative Strata Company Levies/Contributions

Lot Details		Quarterly							Annual		
No	UE	Admin	Energy Supply Charge	ECL Levy	Reserve	Total	Admin	Energy Supply Charge	ECL Levy	Reserve	Total
1	51	$ 311.89	$ 12.65	$ 25.00	$ 6.38	$ 355.92	$ 1,247.57	$ 50.59	$ 100.00	$ 25.50	$ 1,423.66
2	47	$ 287.43	$ 12.65	$ 25.00	$ 5.88	$ 330.95	$ 1,149.72	$ 50.59	$ 100.00	$ 23.50	$ 1,323.81
3	44	$ 269.08	$ 12.65	$ 25.00	$ 5.50	$ 312.23	$ 1,076.34	$ 50.59	$ 100.00	$ 22.00	$ 1,248.93
4	40	$ 244.62	$ 12.65	$ 25.00	$ 5.00	$ 287.27	$ 978.49	$ 50.59	$ 100.00	$ 20.00	$ 1,149.08
5	35	$ 214.04	$ 12.65	$ 25.00	$ 4.38	$ 256.07	$ 856.18	$ 50.59	$ 100.00	$ 17.50	$ 1,024.27
6	56	$ 342.47	$ 12.65	$ 25.00	$ 7.00	$ 387.12	$ 1,369.88	$ 50.59	$ 100.00	$ 28.00	$ 1,548.47
7	59	$ 360.82	$ 12.65	$ 25.00	$ 7.38	$ 405.84	$ 1,443.27	$ 50.59	$ 100.00	$ 29.50	$ 1,623.36
8	55	$ 336.36	$ 12.65	$ 25.00	$ 6.88	$ 380.88	$ 1,345.42	$ 50.59	$ 100.00	$ 27.50	$ 1,523.51
9	23	$ 140.66	$ 12.65	$ 25.00	$ 2.88	$ 181.18	$ 562.63	$ 50.59	$ 100.00	$ 11.50	$ 724.72
10	23	$ 140.66	$ 12.65	$ 25.00	$ 2.88	$ 181.18	$ 562.63	$ 50.59	$ 100.00	$ 11.50	$ 724.72
11	23	$ 140.66	$ 12.65	$ 25.00	$ 2.88	$ 181.18	$ 562.63	$ 50.59	$ 100.00	$ 11.50	$ 724.72
12	23	$ 140.66	$ 12.65	$ 25.00	$ 2.88	$ 181.18	$ 562.63	$ 50.59	$ 100.00	$ 11.50	$ 724.72
13	32	$ 195.70	$ 12.65	$ 25.00	$ 4.00	$ 237.34	$ 782.79	$ 50.59	$ 100.00	$ 16.00	$ 949.38
14	73	$ 446.44	$ 12.65	$ 25.00	$ 9.13	$ 493.21	$ 1,785.74	$ 50.59	$ 100.00	$ 36.50	$ 1,972.83
15	69	$ 421.97	$ 12.65	$ 25.00	$ 8.63	$ 468.25	$ 1,687.89	$ 50.59	$ 100.00	$ 34.50	$ 1,872.98
16	69	$ 421.97	$ 12.65	$ 25.00	$ 8.63	$ 468.25	$ 1,687.89	$ 50.59	$ 100.00	$ 34.50	$ 1,872.98
17	69	$ 421.97	$ 12.65	$ 25.00	$ 8.63	$ 468.25	$ 1,687.89	$ 50.59	$ 100.00	$ 34.50	$ 1,872.98
18	69	$ 421.97	$ 12.65	$ 25.00	$ 8.63	$ 468.25	$ 1,687.89	$ 50.59	$ 100.00	$ 34.50	$ 1,872.98
19	69	$ 421.97	$ 12.65	$ 25.00	$ 8.63	$ 468.25	$ 1,687.89	$ 50.59	$ 100.00	$ 34.50	$ 1,872.98
20	71	$ 434.20	$ 12.65	$ 25.00	$ 8.88	$ 480.73	$ 1,736.82	$ 50.59	$ 100.00	$ 35.50	$ 1,922.91
Total	1000	$ 6,115.55	$ 252.95	$ 500.00	$ 125.00	$ 6,993.49	$ 24,462.20	$ 1,011.78	$ 2,000.00	$ 500.00	$27,973.98

Attachment 2
Cluster 4B Ten Year Plan

Witchcliffe Ecovillage Cluster 4B Common Property Ten Year Plan

Common Property Asset*	**Value**	**Value incl gst**	**Supplier**	**Management Schedule**	**Costs p/a**	**Estimated replacement schedule**	**Depreciation cost p/a****
Community Shed	$ 140,000.00	$ 154,000.00	TBC	Monthly Shed clean: rostered strata owners		Replace/repair as required	$1,540.00
				Cleaning consumables	$200.00		
				Annual safety check: Council			
				Annual termite station check: Council			
				Miscellaneous repairs	$500.00		
G10 Rainwater Tank &	$ 4,240.00	$ 4,664.00	Pioneer	Quarterly check of tank and pump by Council		Tank warranty: 20 years	$233.20
DAB pump	$ 900.00	$ 990.00	Total Eden			Pump: 10 years	$99.00
Garden furniture	$ 4,500.00	$ 4,950.00	TBC	Annual safety check by Council		40 years	$123.75
EV charger	$ 45,000.00	$ 49,500.00	Tritium	Annual EV charger service	$800.00	20 years (off set by charging fees) or do not replace	
				Future EV admin fee per charging point est. $360.75			
Microgrid	$ 326,358.00	$ 358,993.80	Integrated Electrical	Annual load test and RCD check	$150.00	Estimated 40 years	$8,974.85
Netted orchard and integrated chicken coop	$ 39,474.00	$ 43,421.40	TBC	Quarterly check and manual repair of netting: strata owner busy bees Yearly pruning of orchard: strata owner busy bees		Replace netting at 15 years e.g $5000	$340.00
Concrete Paths 640 m2	$ 42,720.00	$ 46,992.00	Wormall	No maintenance, repair as required		80 years	$587.40
Concrete Edging	$ 1,520.00	$ 1,672.00		No maintenance, repair as required		40 years	$41.80
Stone Wall	$ 7,677.00	$ 8,444.70		Nil		N/A	N/A
Landscaped Stormwater Swales	N/A			Quarterly weeding of swales and ensuring all drainage pipes are clear: strata owner busy bees		N/A	N/A
Pioneer 62000L irrigation water tank	$ 6,579.82	$ 7,237.80	Pioneer	Annual visual check for defects by Council		20-year warranty	$361.89
Irrigation system inc:	$ 50,000.00	$ 55,000.00	Total Eden	Maintenance and repairs as required	$250.00	Repace elements as required	$500.00
2 DAB pumps and covers	$ 4,314.80	$ 4,746.28	DAB	Quarterly check of controller and pumps by Council (ant activity, etc.)		10 - 15 years - Replace pump, filtration unit & controller -- combined cost: $7,824.08	$0.00
irrigation controller	$ 1,850.00	$ 2,035.00	Rainbird				
filtration unit	$ 948.00	$ 1,042.80	Amipad Filter Unit	Check and clean filter as necessary.			
Boardwalk	$ 10,897.40	$ 11,987.14	LD Total Accoya timber	Annual safety check by Council		Replace Accoya Timber cost approx: $2440 Warranty 40 years	$65.00
Playground	$ 11,200.00	$ 12,320.00		Annual safety check by Council		Est 20 years replacement	$616.00
Lighting bollards x 12	$ 15,000.00	$ 16,500.00	Integrated Electrical	Annual check by Council		Bollards: 40 years	$412.50
Bollard LED light fittings x 12	$ 1,800.00	$ 1,980.00	Havitt HV2918	Replacement of light fittings as necessary		Estimate replace 6 per 10 years	$85.00
Lamp posts x 3	$ 4,575.00	$ 5,032.50	Integrated Electrical	Annual check by Council		40 years	$125.81
LED Light fittings x 3	$ 740.00	$ 814.00	Ligman Lee 30001	Replace light fittings as necessary		2 per 10 years (5 year warranty)	$98.00
Soft landscaping	N/A			Quarterly busy bees managed by Council		Replace plants as required	$500.00
				Approx. costs of mulch @ $20m3	$500.00		
				Consumables, fertilisers, tools etc.	$2,500.00		
				Water costs	$1,500.00		
Service Yard area	$ 20,700.00	$ 22,770.00	TBC	Quarterly blow down: strata busy bee,			TBC
Mulch storage bay	$ 3,530.55	$ 3,883.61		Quarterly inspection: strata busy bee			N/A
Energy costs				Path lights, pump, shed (approx.)	$500.00		
Insurance				Annual fee	$2,858.00		
Software			Xero	Annual fee			
	$ 744,524.57	$ 818,977.03		**operational total**	$9,758.00	**Depreciation total**	$14,704.20

LEGEND:
Estimates--to be confirmed
*Final Works estimates based on stages 1-3
** Add CPI annually