



14 February 2026

Subject: 2026–2027 Site Maintenance Fees & Payment Schedule and Past Due Accounts

Dear Owners,

On behalf of the PBVOA Committee, we would like to remind all owners of the 2026–2027 Site Maintenance Fee payment schedule and related obligations.

As previously communicated to all owners in August 2025, the annual site maintenance fee increased by £120, bringing the total annual fee to £1,080 per unit. Please note that site maintenance fees are payable per unit. Owners with more than one unit, or owners who have combined units, remain responsible for payment in accordance with the number of units owned.

For your convenience, this annual amount may be paid in two installments:

- £540 due by 31 March 2026
- £540 due by 30 September 2026

Owners who do not pay by the due dates are now subject to a 5% late payment fee, calculated on the total outstanding balance due to the community.

In addition, following the owner vote in December 2025 approving the pool refurbishment project, all owners are required to pay a one-time contribution of £200 to help offset the cost of the works. This amount is due together with the March installment.

**Amount Due by 31 March 2026**

- £540 — First installment of annual site fee
- £200 — One-time pool refurbishment contribution

**Total due: £740**

Palm Bay View Owner's Association Committee  
Committee Chair, Bjorn Lensnes • Deputy Chair, James Wright • Finance, Thomas Schmidt  
CPS & Pool Maintenance, Shuki Chaouat • Buildings & Infrastructure, Erez Rubenshtein  
Committee.pbv@gmail.com

Site Managed by Calendar Property Services  
Info@calendarpropertyservices.com



### **Amount Due by 30 September 2026**

- £540 — Second installment of annual site fee

### **Payments may be made:**

- In person at Calendar Property Services
- Via bank transfer

For your reference, we have attached the Site Maintenance Agreement and the Payment Methods document to this notice.

### **Past Due Site Maintenance Fees**

As advised, we are notifying all owners that effective 1 April 2026, the unit numbers of properties with more than £1,000 in past due site maintenance fees will be made available to all owners.

This measure is intended to promote transparency and accountability within the community regarding outstanding financial obligations that directly impact the operation, maintenance, and improvement of Palm Bay View.

Owners who currently have outstanding balances are strongly encouraged to contact Calendar Property Services as soon as possible to arrange payment or discuss a payment plan prior to this date.

Thank you for your cooperation and continued support.

Kind regards,

A handwritten signature in blue ink, appearing to read "Bjørn Lensnes".

**Bjørn Lensnes**

**Palm Bay View Owners Association Committee**

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