



INVOICE

The annual fee for the maintenance of the common areas of the estate has been set at **£55.00** and is due to be paid, as stipulated in your title deeds, by **15th January 2021**. Quite a number of owners continue to pay the incorrect amount, causing a lot of unnecessary work for our treasurer in chasing up the shortfalls. With this in mind, the committee has decided to end the discounted rate for paying before the end of December and instead agreed on the flat rate of £55 (this was the discounted rate last year) no matter when you pay. Please be aware of the 'Important Dates' listed below as they will be strictly adhered to.

Beazer Homes: It is a condition of the Title Deeds that the owner is legally responsible for payment of this fee. The COA intends to pursue all non-payers, and failure to meet your obligations under the constitution of the COA, will lead to further costs being incurred if Debt Collection Agencies or Court Proceedings are initiated.

Walker Homes: As an owner of a house built by Walker Homes (*Odd numbers 1-67 Carnbee Park and 16,18 Carnbee Avenue*) your title deeds do not require you to join the Association or to be liable for a fee for the continued upkeep of the common ground. However, we hope you agree that ALL owners benefit from the estate being well maintained and that you will choose to pay the annual fee. We also ask that you join the Carnbee Owners Association. This allows you to vote at the Association's meetings and gives you a voice in deciding how the estate should be maintained.

YOUR CONTACT DETAILS: It is incumbent on owners to keep the Association informed of changes in their contact details. Failure to do so can result in your not receiving the fee invoice and your case being referred to our debt collectors with you being liable for the costs incurred. The Association cannot be held responsible for an owner not receiving the invoice due to not informing us of your change of contact details.

IMPORTANT DATES:

This fee is due EVERY year on 15 January

Friday 15 January 2021 – ALL fees should be in the Association's bank account by this date.

Saturday 16 January 2021 – 14 day notice sent to all non-payers

Wednesday 3 February 2021 – All unpaid fees referred to our Debt Collection Agency for recovery. Please note this will incur charges for which you will be liable.

HOW TO PAY:

Option 1: The preferred method of payment is by online direct banking using the bank details below.

Option 2: Annual standing order to the account below. Fee amount should be set to £55 and paid by 15 January each year.

For both the above options, payments should be made using the following bank details:

Account Name 'Carnbee Owners Association', Sort Code 80-02-73, Account Number 06002389.

In order to identify the above direct payment types owners MUST include on the reference the name and address of property for which the payment applies e.g. **A SMITH, 91 CRESCENT**.

Option 3: Cheques should be made out to '**Carnbee Owners Association**' with the owner's name and property address for which the payment applies written clearly on the back of the cheque e.g. **A SMITH, 91 CRESCENT**. Please send your cheque, along with the completed remittance slip overleaf to:

Carnbee Owners Association, PO Box 281152, EDINBURGH, EH16 9DF.

PTO



Please note that Carnbee Owners Association cannot be held responsible for cash sent in the post.

Yours faithfully,

The Committee
Carnbee Owners Association

BUDGET SUMMARY 2020-21

INCOME	£		EXPENDITURE	£
Beazer Homes	11,388		Office Expenditure	80
Walker Homes	1,100		Hire of Halls	77
Debt Repayment	0		Website	110
			PL Insurance	450
			GPO P.O.Box	370
			Tree maintenance	2,394
			Tree Condition Report	0
			Estate maintenance	6,347
			Estate Projects/Debt Collection	2,660
Total £	12,488		Total £	12,488

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REMITTANCE SLIP

Please complete in BLOCK CAPITALS Date _____

Title _____ Surname _____ First Name(s) _____

Address _____

Owner Tenant Cheque £ _____ Cheque made payable to: 'Carnbee Owners Association'

Please Note:

Cash payments are no longer accepted. If this is a problem please contact the Carnbee Owners Association at contact@carnbee.org

If you are a tenant please forward this notice to your Landlord / Letting Agent or Owner to ensure the terms of the owner's Title Deeds are met.