



Memorandum

4910 Trenholm Road, Suite C
Columbia, S.C. 29206

(803) 743-0600 Phone

From: MJS Inc.

Date: October 1, 2021

Re: MJS Inc. Employee Contact Information

MJS Inc. is the management company for your community's Homeowners Association. Please find below the contacts and numbers you can call Monday thru Friday, 9:00 AM to 5:30 PM concerning matters of the Association. Our main number is (803)743-0600, Fax (803)790-0340 and our general email address is mjs@mjsmgt.com . We check voicemail several times a day and on weekends for emergencies.

Department	Contact	Ext	Email
<u>Code Enforcement and Compliance Department:</u> (Violations of the Governing Documents) violations@mjsmgt.com	Justin Lloyd Barb Vaughn Courtney Sanders	113 108 115	justin@mjsmgt.com barb@mjsmgt.com courtneys@mjsmgt.com
<u>Collection Department</u> Assessment Collection/ Delinquency / Collection (Legal Action) collections@mjsmgt.com Fax: 803-728-8788	Mary Kadar Michelle Higgins Belinda Mooneyhan Linda Cowart	106 122 102 116	mary@mjsmgt.com michelle@mjsmgt.com belinda@mjsmgt.com linda@mjsmgt.com
<u>Closing Coordinator</u> closings@mjsmgt.com Fax: 803-728-8788	Michelle Higgins	122	michelle@mjsmgt.com
<u>Accounts Payable Department:</u> Vendor Accounts/Banking-Investments / Financial Statements / Financial Review Appointments/Landscape Contracts Fax: 803-728-8789	Crystal McClam Ann Smith Beth Pitts Linda Cowart	105 124 114 116	crystal@mjsmgt.com ann@mjsmgt.com beth@mjsmgt.com linda@mjsmgt.com
<u>Maintenance Department:</u> General Maintenance / Pool Contracts/ Landscaping maintenance@mjsmgt.com Fax: 790-0340	Kelly Kleckley Scarlett Murray Al Martin	107 117 110	kelly@mjsmgt.com scarlett@mjsmgt.com al@mjsmgt.com
<u>Architectural Review Department:</u> New Construction/Additions/Modifications to Existing Structures and Landscaping /Secondary Structures architectural@mjsmgt.com	Marion Goss Courtney Sanders	111 115	mariongoss@mjsmgt.com courtneys@mjsmgt.com
<u>Administrative:</u> Scheduling/Governing Documents / New Communities <u>Reservation Specialist</u> reservations@mjsmgt.com	Jeanett Estes Stacey Rimer	120 104	jeanett@mjsmgt.com stacey@mjsmgt.com