

MJS Inc.

Memorandum

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

(803) 743-0600 Phone

From: MJS Inc.

Date: May 17, 2023

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 Belinda Mooneyhan Linda Cowart	106 102 116	mary@mjsmgt.com belinda@mjsmgt.com linda@mjsmgt.com
<u>Closing Coordinator</u> closings@mjsmgt.com Fax: 803-728-8788	Michelle Higgins	104	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 Al Martin Susy Rendon Elaine Pierce	107 110 126 117	kelly@mjsmgt.com al@mjsmgt.com susy@mjsmgt.com elaine@mjsmgt.com
<u>Architectural Review Department:</u> New Construction /Additions/Modifications to Existing Structures and Landscaping / Secondary Structures architectural@mjsmgt.com	Courtney Sanders	115	architectural@mjsmgt.com
<u>Administrative:</u> Scheduling / Governing Documents / New Communities	Jeanett Estes Chuck Webb	120 115	jeanett@mjsmgt.com chuck@mjsmgt.com
<u>Reservation Specialist</u> MJS-Reservations@mjsmgt.com	Stacey Rimer	122	stacey@mjsmgt.com MJS-Reservations@mjsmgt.com