

MJS Inc.

Memorandum

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

(803) 743-0600 Phone

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	Email
<u>Code Enforcement and Compliance Department:</u> (Violations of the Governing Documents) violations@mjsmgt.com – Primary Contact	Justin Lloyd Barb Vaughn Courtney Sanders	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	Jennifer Austin Lily McDonald Jerri Allison Susan Scoff	jennifer.austin@mjsmgt.com lily@mjsmgt.com jerri@mjsmgt.com susan@mjsmgt.com
<u>Closing Coordinator</u> closings@mjsmgt.com Fax: 803-728-8788	Michelle Higgins	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	crystal@mjsmgt.com ann@mjsmgt.com beth@mjsmgt.com
<u>Maintenance Department:</u> General Community Maintenance / Pool Contracts/ Community Landscaping maintenance@mjsmgt.com Fax: 803-790-0340	Kelly Kleckley Al Martin Susy Rendon Tina Olszyk	kelly@mjsmgt.com al@mjsmgt.com susy@mjsmgt.com tina@mjsmgt.com
<u>Architectural Review Department:</u> New Construction / Additions/Modifications to Existing Structures and Landscaping / Secondary Structures architectural@mjsmgt.com – Primary Contact	Courtney Sanders Jennifer Harbin	architectural@mjsmgt.com jennifer@mjsmgt.com
<u>Administrative:</u> Scheduling / Governing Documents / New Communities <u>Reservation Specialist</u> MJS-Reservations@mjsmgt.com	Hannah Page	hannah@mjsmgt.com MJS-Reservations@mjsmgt.com

