



Memorandum

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

(803) 743-0600 Phone  
(803) 790-0340 Fax

**From: MJS Inc.**

**Date: August 1, 2020**

**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](mailto:mjs@mjsmgt.com) . We check voicemail several times a day and on weekends for emergencies.

Department	Contact	Ext	Email
<b><u>Code Enforcement and Compliance Department:</u></b> (Violations of the Governing Documents) <b>violations@mjsmgt.com Fax: 803-728-8786</b>	Justin Lloyd Barb Vaughn Maria Toney	113 108 115	justin@mjsmgt.com barb@mjsmgt.com maria@mjsmgt.com
<b><u>Collection Department</u></b> Assessment Collection/ Delinquency / Collection (Legal Action) <b>collections@mjsmgt.com Fax: 803-728-8788</b>	Stacey Rimer Mary Kadar Belinda Mooneyhan	122 106 102	stacey@mjsmgt.com mary@mjsmgt.com belinda@mjsmgt.com
<b><u>Closing Coordinator</u></b> <b>closings@mjsmgt.com Fax: 803-728-8788</b>	Stacey Rimer	122	stacey@mjsmgt.com
<b><u>Accounts Payable Department:</u></b> Vendor Accounts/Banking-Investments / Financial Statements / Financial Review Appointments/Landscape Contracts <b>Fax: 803-728-8789</b>	Crystal McClam Ann Smith Beth Pitts	105 124 114	crystal@mjsmgt.com ann@mjsmgt.com beth@mjsmgt.com
<b><u>Maintenance Department:</u></b> General Maintenance / Pool Contracts/ Landscaping <b>maintenance@mjsmgt.com Fax: 790-0340</b>	Kelly Kleckley Dani Harper Al Martin	107 117 118	kelly@mjsmgt.com dani@mjsmgt.com al@mjsmgt.com
<b><u>Architectural Review Department:</u></b> New Construction/Additions/Modifications to Existing Structures and Landscaping /Secondary Structures <b>Architectural@mjsmgt.com Fax: 803-728-8785</b>	Nicole Crawford Maria Toney	111 115	nicole@mjsmgt.com maria@mjsmgt.com
<b><u>Administrative:</u></b> Scheduling/Governing Documents / New Communities Administrative/Reservation Specialist	Jeanett Estes Ashlei Jager	120 104	jeanett@mjsmgt.com ashlei@mjsmgt.com