

Dear New Homeowner,

Welcome to Jefferson Square! We are a secure Uptown Charlotte condominium community comprised of 72 units in two buildings, 401 North Church Street, and 415 North Church Street.

Our property management company is CAMS (Community Association Management Services)

**CAMS Management**  
**1515 Mockingbird Lane Suite 600**  
**Charlotte, NC 28209**  
[cscharlotte@camsmgmt.com](mailto:cscharlotte@camsmgmt.com)  
**704-731-5560**

Attached is our moving packet providing you with information you need to help ensure a smooth successful move into your new home. Please complete any attached forms and return them as directed to CAMS.

Please contact Doug Caldwell, via text, at 704-807-1322 at least 3 days prior to the move so a welcome walkthrough and information session can be conducted.

At closing the seller will transfer keys, security fobs and garage transmitters to you. Should you require additional fobs or garage transmitters, they are available for a fee. Please contact CAMS and they will send the necessary forms required and current pricing for the devices.

The Jefferson Square Owners association requests you provide a spare key, which will be held in a secured area on site, should emergency access to your unit be necessary in your absence.

If you intend to do construction in your unit, please contact CAMS and they will send you the Jefferson Square Owners Association Application for Construction which must be fully executed prior to construction beginning.

If you, the owner(s) on the deed, will not be the resident(s) in your unit, the Association requires a copy of a signed lease. Please contact CAMS for a copy of our leasing procedures.

CAMS will be contacting you directly with information regarding monthly homeowner assessment payments and gaining access to both your account as well as our Association's online portal.

Finally, we ask you take time to read the Jefferson Square Owners/Residents Reference Guide. It contains important information about the community rules as well as helpful information for homeowners in our community.

**Jefferson Square Owner and Resident Information**

Send to CAMS C/O Jefferson Square:

Email: cscharlotte@camsmt.com

Mail: 1515 Mockingbird Lane Suite 600, Charlotte NC 28209

**Owner Occupied Unit Information:**

<b>Owner Name(s):</b>		<b>Other occupant Name(s):</b>	
<b>Email:</b>		<b>Email:</b>	
<b>Primary Phone:</b>		<b>Primary Phone:</b>	
<b>JS Address:</b>			

Will this unit be leased? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, a copy of the lease must be sent to CAMS prior to move in.

**Owner/Property Manager Name/Address Information:**

**Tenant Information:**

<b>Owner Primary Mailing Address:</b>		<b>All tenant(s) on lease:</b>	
<b>Email:</b>		<b>Email:</b>	
<b>Primary Phone:</b>		<b>Primary Phone:</b>	
<b>Property Manager (if not Owner)</b>		<b>Lease start/end dates:</b>	
<b>Email:</b>			
<b>Primary Phone</b>			

**JEFFERSON SQUARE CONDOMINIUM ASSOCIATION**  
**APPLICATION FOR MOVING IN or OUT**

FAILURE TO COMPLETE THIS APPLICATION WILL  
RESULT IN A \$100.00 FINE FOR NON-COMPLIANCE

I certify I have received, read and will adhere to the Jefferson Square Moving Procedures:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I understand that I will be subject to fines and will be responsible for resulting damages if the Jefferson Square Moving Procedures are not followed by me, my tenants (if applicable) and/or my movers:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Owner/Occupant Information:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Unit#: \_\_\_\_\_

Moving Date: \_\_\_\_\_

Moving In or Out? \_\_\_\_\_

Moving Time: \_\_\_\_\_

**Moving Company Information:**

Moving Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

**Please complete the above listed information and submit at least 10 business days prior to the move, along with a damage deposit in the amount of \$500.00\* made payable to Jefferson Square COA to:**

**CAMS**  
**1515 Mockingbird Lane**  
**Suite 600**  
**Charlotte, NC 28209**

**\*Note: Effective July 1, 2023, a \$50 move fee will be deducted from the \$500 deposit.**

JEFFERSON SQUARE  
CONDOMINIUM ASSOCIATION  
DAMAGE DEPOSIT ACKNOWLEDGEMENT

Unit#: \_\_\_\_\_

Moving Date: \_\_\_\_\_

**Owner/Occupant:**

By signature below, I acknowledge that I am responsible for any damages to common areas caused by my move. It is understood that the damage deposit submitted may not cover required repairs and I agree to submit payment in full upon receipt of billing of same. I further understand that if no damage is caused by my move, the damage deposit will be returned to me within ten (10) business days.

Additionally, I agree that the damages listed below were pre-existing and I bear no responsibility for repairs to same.

**Damages noted in moving and elevator areas prior to move (no loading or unloading is allowed through the front door of either building)**

---

---

---

---

Owner/Occupant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

**Property Manager:**

By signature below, I acknowledge receipt of a damage deposit in the amount of \$500.00\*

Additionally, I agree that the damages listed above were pre-existing and the owner/occupant signing below bears no responsibility for repairs to same.

Property Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Note: Effective July 1, 2023, a \$50 move fee will be deducted from the \$500 deposit.**

## **Parking Policy at Jefferson Square**

### **In the Garages – Upper and Lower Level**

All parking spaces in the Upper Level (UL) and Lower Level (LL) garages are deeded to Jefferson Square condominium owners.

**PLEASE NOTE: Jefferson Square has no visitor parking spaces. Guests or vendors may use the spaces of the resident they are visiting, but ONLY during the time of the visit. Based on security concerns, owners are not permitted to lease unused parking spaces to non-residents of Jefferson Square residents or allow non-residents to use the spaces except while visiting a resident of Jefferson Square**

There is no parking allowed in the hash marked areas in the garages. Vehicles parked in these areas are subject to towing.

The area between the front of the parking spaces and the garage walls must be left free of all objects as must be the center aisle between the inside rows of parking spaces. Objects left in these areas are subject to removal and disposal.

Each space is limited to no more than two vehicles (ex: small car and motorcycle) per spot and both vehicles must be within the parking lines of that space. Boats, trailers, or any type of recreational vehicle, may not be parked in the parking garages

Owners may and should have vehicles that are parked in their spaces without the owner's permission, towed or booted by the company hired by the HOA to enforce our parking policy.

Signs are posted at the entrance to both driveways identifying the HOA's parking enforcement company.

- If an unauthorized vehicle is parked in your space, you should call the parking enforcement company identified on our parking signs to have the vehicle towed or booted.
- You will be required to provide your name and phone number as well as the make, model and license of the illegally parked vehicle.
- The person making the report must be present to sign for the transaction (a tow or a boot).

### **In the Church Street Driveway**

The lane along the curb of the Church Street driveway and the area at the foot of the driveway can be used by contractors and commercial vehicles providing services at Jefferson Square.

- All vehicles parked in along the curb or at the foot of the driveway MUST HAVE A JEFFERSON SQUARE PARKING PLACARD PROMINENTLY DISPLAYED ON THE DASHBOARD OF THE VEHICLE. .
- The parking placard must include the unit in which the vehicle owner is working and contact information for the owner of the vehicle.
- Unauthorized vehicles will be towed or booted as indicated by the sign at the head of the driveway.
- The requirement for having a Jefferson Square parking placard prominently displayed applies to the handicap spot at the foot of the driveway as well.

**There is no parking allowed under any circumstances in the 7<sup>th</sup> Street Driveway**

# **JEFFERSON SQUARE VENDOR PARKING PLACARD**

**UNIT: \_\_\_\_\_**

**VENDOR PHONE: \_\_\_\_\_**

**UNIT OWNER PHONE: \_\_\_\_\_**

**Church Street driveway only. No parking on 7<sup>th</sup> Street driveway. Towing enforced.**

**Display Clearly in Windshield of Vehicle**

# JEFFERSON SQUARE CONDOMINIUM ASSOCIATION MOVING OUT PROCEDURES & CHECKLIST

## Pre-Move Out Procedures:

- Fill out and return the Move Application form to CAMS, along with the \$500 damage deposit, at least 10 business days before the move. Please note effective July 1, 2023, there will be a \$50 moving fee taken from the \$500 deposit.
- Notify CAMs at least 10 business in advance of planned move.  
**NOTE: There are no moves allowed on Sundays or Federal holidays, moves are allowed Monday through Friday from 8 am – 6 pm and Saturday from 9 am – 3 pm.**
- Advise Movers of parking guidelines, move procedures (below) as well as protection of hallways from dirt, debris, damage.
- Parking is allowed only on the right side of the driveway accessible from Church St. **NOTE: There is absolutely no parking in the 7th St. driveway.**
- Moving vehicles have precedence over all other vehicles using the driveway.
- When disposing of items prior to the move, do **NOT** leave any items on the trash compactor room floor. For items too large for the compactor room dumpsters **please call 311 and arrange for trash pickup.**

## Move Procedures:

- Parking is allowed only on the right side of the driveway accessible from Church St.  
**NOTE: There is absolutely no parking in the 7th St. driveway.**
- Moves are only permitted through the garage using only the padded elevator. **No moves are permitted through the front door of either building.**
- Garage doors may be held open by placing the lever in the OFF position. All other methods will damage equipment.
- The flooring from the elevator to the unit must be covered with drop cloths, or heavy-duty plastic or paper to protect the carpeting.
- Ensure hallways and doorways are kept free from furniture, boxes, and debris throughout the move.
- Parking garage carts are NOT to be used for moving.

## Post Move Procedures:

- Upon completion of your move, make sure that elevators and lobby areas are clean and clear of any moving debris.
- When disposing of unwanted items too large to fit in the trash compactor room dumpsters **DO NOT PLACE ON THE TRASH COMPACTOR ROOM FLOOR. Please call 311 and arrange for trash pickup.**
- Notify CAMs when move is complete.

**FAILURE TO FOLLOW THESE PROCEDURES MAY RESULT IN FINES TO THE OWNER**

# JEFFERSON SQUARE CONDOMINIUM ASSOCIATION MOVING IN PROCEDURES & CHECKLIST

## Pre-Move Procedures:

- Fill out and return the Owner Information Form and send to CAMS per the instructions.
- Fill out and return the Move Application form to CAMS, along with the \$500 damage deposit, at least 10 business days before the move. Please note effective July 1, 2023, there will be a \$50 moving fee taken from the \$500 deposit.
- Notify CAMs at least 10 business in advance of planned move.  
**NOTE: There are no moves allowed on Sundays or Federal holidays, moves are allowed Monday through Friday from 8 am – 6 pm and Saturday from 9 am – 3 pm.**
- Please contact Doug Caldwell, via text, at 704-807-1322 at least 3 business days prior to the move so a welcome walkthrough and information session can be conducted.
- Advise Movers of parking guidelines, move procedures (below) as well as protection of hallways from dirt, debris, damage.
- Parking is allowed only on the right side of the driveway accessible from Church St. **NOTE: There is absolutely no parking in the 7th St. driveway.**
- Moving vehicles have precedence over all other vehicles using the driveway.

## Move Procedures:

- Parking is allowed only on the right side of the driveway accessible from Church St.  
**NOTE: There is absolutely no parking in the 7th St. driveway.**
- Moves are only permitted through the garage using only the padded elevator. **No moves are permitted through the front door of either building.**
- Garage doors may be held open by placing the lever in the OFF position. All other methods will damage equipment.
- The flooring from the elevator to the unit must be covered with drop cloths, or heavy-duty plastic or paper to protect the carpeting.
- Ensure hallways and doorways are kept free from furniture, boxes, and debris throughout the move.
- Parking garage carts are NOT to be used for moving.

## Post Move Procedures:

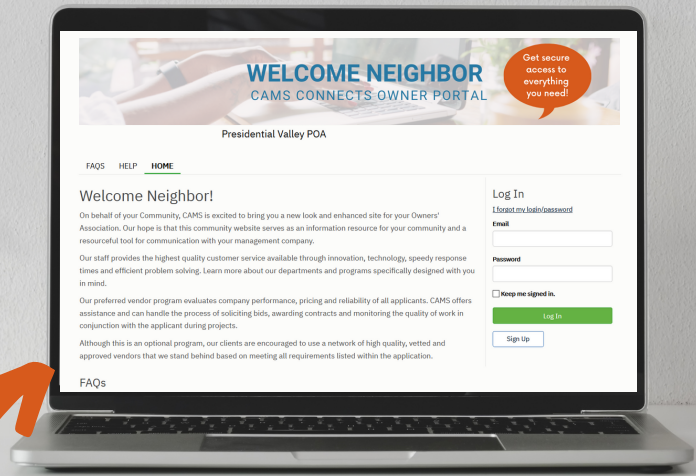
- Upon completion of your move, make sure that elevators and lobby areas are clean and clear of any moving debris.
- Break down all boxes and place in cardboard recycling container on the upper level of the garage near the 401 elevators. **NOTE: DO NOT PLACE IN THE DUMPSTERS, IN THE DUMPSTER ROOM OR BY THE GENERAL RECYCLING CONTAINERS.**
- Notify CAMs when move is complete.

**FAILURE TO FOLLOW THESE PROCEDURES MAY RESULT IN FINES UP TO \$100 TO THE OWNER**



# WANT AN EASY WAY TO INTERACT WITH YOUR HOA?

## LOGIN TO YOUR OWNER PORTAL!



[portal.camsmgt.com](https://portal.camsmgt.com)

# CAMS CONNECTS

## SIMPLE & SECURE

To get started, go to:  
[portal.camsmgt.com](https://portal.camsmgt.com)

## NEVER REGISTERED?

Click on **Sign Up** to get your secure login set up.



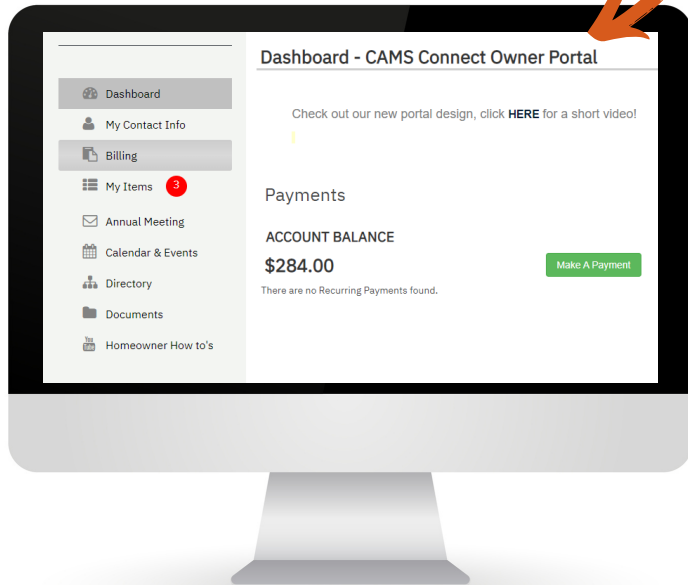
## FORGOT YOUR PASSWORD?

Click on **I forgot my login/password** to get it instantly reset.



# ACCESS To Everything You Need at: [portal.camsmgt.com](https://portal.camsmgt.com)

FOR PORTAL HELP & VIDEO TUTORIALS,  
click on "Homeowner How To's"  
in the left menu.



- 1 DASHBOARD:** Convenient dashboard that gives you at-a-glance info about your HOA account.
- 2 MY CONTACT INFO:** Quickly view and update your contact info and communication preferences.
- 3 BILLING:** View or print your association account statement and transaction history.
- 4 MAKE A PAYMENT:** Secure and convenient electronic one-time or recurring options.
- 5 MY ITEMS:** Submit a request, ask a question and view messages from your community association management team in one easy location.
- 6 CALENDAR & EVENTS:** See the Association calendar and stay informed.
- 7 DIRECTORY:** Get to know your neighbors!
- 8 DOCUMENTS:** View and download any needed HOA documents quickly and in one place.