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In just a few weeks, our world has changed dramatically. We are all experiencing unprecedented challenges to the health and safety of our families and friends, the economy, and how we live and work together. Please know that all of us at Atwood Custom Homes are committed to helping you and our communities navigate the ongoing COVID-19 crisis.

In an effort to do our part to help "Slow the Spread" and "Flatten the Curve" during these unprecedented times, we are making the following changes to our business practices for the time being.

- -We will no longer have **ANY** face to face site or selection meetings. We will use Zoom, FaceTime or other methods to conduct all "Remote Design Meetings" and any other meetings that would have otherwise been conducted in person.
- -We will no longer have <u>ANY</u> face to face trade walk meetings for now. The information traditionally gathered at this face to face meeting, will need to be provided to us via email or FaceTime. This is to protect us, you, our contractors and their installers.
- -The recommended social distancing measures are being used throughout our build sites and in our office **AT ALL TIMES.**

These measures are being put in place to protect not only our employees and the families that they go home to, but to protect YOU, OUR CUSTOMERS, and THEIR FAMILIES:

Please know we are still here for you and are working diligently to provide you with the highest level of customer service that you are accustomed to. Should you have any questions about these changes or policies, please do not hesitate to contact us immediately.

On behalf of everyone at Atwood Custom Homes, I would personally like to thank you for the trust and support you have in us and we look forward to seeing you soon. In the meantime, take care of yourselves, your family and friends.

Best wishes.

Jon Atwood