



MEMORANDUM

TO: ATLANTIC BUILDERS CUSTOMERS

FROM: TOM SCHOEDEL, PRESIDENT

DATE: MAY 15, 2020

RE: Excited to Cautiously Reopen

Today is the day that most of Virginia will enter Phase I of reopening with Governor Northam giving the green light for everywhere except Northern Virginia and the Greater Richmond area to start to ease stay-at-home restrictions. This is very good news and Atlantic Builders is thankful to enter this phase where we can once again meet face-to-face with our customers in Fredericksburg, Spotsylvania County, Stafford County, and the greater Charlottesville area.

With this in mind, I want to let you know about our new **TOUR YOUR WAY** program that allows our customers to now participate in a private in-person tour of our models or continue to communicate with us virtually. Both of these options allows everyone to have peace-of-mind that Atlantic Builders has health and safety as our top priority. Our in-person tours are by appointment only to ensure that customers and our team all have the proper personal protective equipment (PPE) and that we can thoroughly clean and sanitize between each appointment. We also are limiting the number of people that can attend the in-person tour to 3 adults to adhere to social distancing standards.

If a customer feels more comfortable with a virtual tour – GREAT! We're set up to do personal virtual walk-thrus of our models as well as online home pricing appointments. It's the customer's choice.

I also wanted to update our current homebuyers and let you know that with this move into Phase 1, we have started to ease some of our restrictions on the amount of trades that can work in your homes that are under construction. We are still requiring strict adherence to social distancing and PPE requirements but many of the trades can easily continue to do this while working in different parts of the home at the same time. You'll be hearing from your sales and project manager teams regarding the details of this new protocol and the impact, if any, on your projected closing date.

So let's enjoy this great sunny Friday and start to reconnect with family and friends but remember to do it safely as we continue to move forward in this battle against Covid-19.