

March 18, 2019

Dear valued business partner,

We are all experiencing unprecedented change, moving faster than the news cycle. We know that by now, you've received dozens of similar messages to this. We wanted to let you know what Melcor is doing to provide you with continuous service and minimize business interruption.

Following are the internal policies that we have implemented to care for our employees, clients, partners and all stakeholders:

- All of our employees in offices with more than two people will be working from home effective March 18. We have full access to the things we need to continue to conduct business from home and will continue to serve you and answer your questions seamlessly.
- A small group of employees will have office access to ensure that we can perform essential business activities that cannot be conducted from home at the moment.
- We have discontinued all business travel and have implemented "no visitors" to our offices and moved all meeting to digital meetings.
- All employees returning to their home base via a flight from anywhere (international or domestic) will be required to self-quarantine for 14 days. They will be able to work from home during this time if the nature of their position allows it.
- Your questions and inquiries will continue to receive our immediate attention.

We are open for business! Our team is available digitally to sell lots, lease space and otherwise transact business. Over our 97 years in business, we have weathered many storms by proactively making business decisions and remaining conservative in times of uncertainty.

The measures we have been and are continuing to take to care for our communities, our employees, clients, partners, tenants and all stakeholders are updated daily. As things are constantly evolving, we point you to our response to COVID-19 on our website for the latest details and information at this [link](#).

Thank you for your ongoing patience and support in these interesting times. We will continue to be available online or on our cell phones to meet your needs.

We hope that you, your family and loved ones, and your teams all remain happy, safe and healthy. Hope has not been cancelled.

Sincerely,



Darin Rayburn  
President & CEO



Naomi Stefura  
CFO