



Contingent Operations Plan Update

Dear LB&C Clients,

In our ongoing effort to keep you apprised of our firm's response to the global health crisis which faces us today, we want to share with you that, effective immediately, our firm will enact its remote operations environment. With thoughtful deliberation, we are taking this proactive step in consideration of the health and safety of our clients and our team, and to help slow the spread of the virus in our community and beyond.

We are implementing "social-distancing" measures for our staff with the knowledge that our teams are fully-equipped with the resources, technology, and tools to fully function as your investment manager and conduct all operations remotely, without interruption. As we shared, each member of our staff will be able to readily access our firm's trading, accounting and operating systems, and communicate by phone and e-mail. In this environment, all office lines will be forwarded to employees' mobile devices to allow all calls and client communication to continue as before. We will maintain a very small team in the office to make sure all systems are operating at peak levels and to facilitate any necessary document exchange with clients in case of an emergency.

Given our goal to help mitigate the rampant spread of the virus, we are utilizing alternative means of communication to avoid meetings and gatherings. For the foreseeable future, we expect to conduct meetings with clients via telephone or video conference.

We remain intently focused on the developments surrounding COVID-19 and we will continue to keep you updated in the coming days and weeks. Hopefully this turns out to be an overly cautious approach.

We hope that you and your families remain safe and healthy and ask that you please reach out should you have any questions or concerns.

Best regards,

A handwritten signature in blue ink that reads "Austin Brockenbrough IV". To the right of the signature is a circular stamp containing the number "10".

Austin Brockenbrough IV
Managing Director