Memorandum To:

_____ Molyn Burkett

_____ Alvin Chase

_____ Bridgette Everett

_____ Lynne Felix

_____ Wendell Kinney

_____ Linwood Sutton

From: Judy Tyrrell
Re: South 316 – Oksana Shaddock
Date: October 7, 2025

It is unfortunate each of us is affected by the situation involving Oksana and Rick Shaddock. However, we need to withdraw ourselves and as such, instructions for the Gatehouse staff are as follows:

- Any delivery for anyone other than Oksana needs to be refused with one exception, USPS deliveries which cannot be interfered with. All others – including food delivery services, UPS, Amazon, etc., needs to be "returned to sender".

- No one from the Gatehouse staff or the security company should be checking on the unit on behalf of Oksana. Meaning no one should be knocking on or listening at the door to determine if there is anyone inside.

- Since there are no guests authorized/permitted in South 316, no keys or lock-out service should be provided to anyone. This also applies to granting access to Building 520 or any other building on the property.

- Accepting telephone calls or e-mails from Oksana with any instructions involving her unit must be referred to either Shari or myself. We understand it may be difficult to say "no" to her, and we do not want to put you in that position.

If you have any questions about these instructions, please speak with Shari or me. If there are other situations involving South 316 unknown to Management, please let us know so we can modify this memorandum.

Oksana Shaddock has been informed of these instructions for the Gatehouse.

Each Gatehouse attendant needs to read, acknowledge, sign and return to Management to be included in your personnel file.