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Ms. Ann R. Reid  
Deputy Director for Licensure and Regulations of Facility Commission  
[Ann.R.Reed@tn.gov](mailto:Ann.R.Reed@tn.gov)

June 18, 2025

Dear Ms. Reed:

I am writing this letter to respectfully request a waiver of Board Policy #86 regarding the employment of an individual as an Administrator for oversight of two ACLF locations.

Currently, Shelley Hicks, Administrator, has been serving as the Administrator of Lakewood Place in Loudon, TN and River Oaks Place in Loudon, TN. These communities are located next door to each other at 1101 Grove Street and 1125 Grove Street and are connected by a walkway of steps. I have attached an aerial photo of both locations. Lakewood Place is an Assisted Living community with a total of 34 units and River Oaks Place of Loudon has two floors of Assisted Living and one floor of Memory Care with a total of 40 units. Both of which are Medicaid Providers.

Ms. Hicks has served as the Administrator of both locations since 3/18/2020. I am attaching the change in Administrator letters as well as the acknowledgement from the State that we received on 3/19/2020 from Denise King. Prior to Ms. Hicks, Britney Rice served in that position with oversight of both locations. Since opening the communities in 2004 we have always had one individual serve as the Administrator over both communities.

On June 6, 2025, we received a notice from Maddison Fauth related to the Board Policy #86, as our renewal of licensure was being reviewed. Email is attached.

We are respectfully requesting a waiver to this rule. Would you please present at the next commission for review?

Sincerely,

*Christina Trentham*

Christina Trentham  
Executive VP of Operations & Clinical Services