

## Wooldridge, John

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**From:** Wooldridge, John  
**Sent:** Friday, May 23, 2025 12:54 PM  
**To:** Megan Matrka  
**Cc:** Michael Hamilton; Greg Vriezelaar; Gawell, Shyna  
**Subject:** FW: ODOT D5 & WE R/W Status Meeting PIDS 113400 & 111621

Hi Megan,

We reviewed the 111621 PCL 20 Package and have review comments to address. I understand some of this may be detailed and specific, but we only send complete packages to AGO to file. Thank you:

- Title Update- Please update Parcel information to match updated plans to identify CRS SLM as 04.20, Title update also shows marital status - not applicable for Trust with Co-Trustees.
- Plan letter/Plan Sheets - Did you send out an updated plan letter as part of the updated offer package? I only saw the 1 set in Real OS with plan letter dated 10/23/24. In regards to the plan sheets, did you send out the most recent/updated plan sheets? Only the plan sheets from original offer were in Real OS.
- ROE- in Real OS is for husband and wife. We would like to request that this is updated to Trust ownership- just in case.
- RE 60- CRS identifies 04.194, please update to 04.20
- RE 60-1- Notes do not identify all the pertinent aspects of the items required by Federal Title III Compliance. These would populate once filled into Real OS (bottom of notes section) Please complete so populates on notes form.
- Notice of Intent to Appropriate- mailed how and to whom? proof of receipt?
- No intro letter in file.
- No RE-61 in file (Enter in REAL OS under Appropriation Tab and PDF).
- PDF any and all emails sent to owner or Attorney.
- PDF on all docs provided to owner or attorney (including multiple iterations) including both offers with docs (possibly two of almost everything)
- Update your notes if you had any additional discussions. There appears to be zero pertinent discussion, and numerous items are missing from notes. If the referenced items were not explained to owner or attorney verbally, please include the cover letter (for mail out) and note accordingly. If items were not explained, please follow-up with call or email to Attorney to address those. Please update and resubmit.
- Feel free to additionally do QA/QC internally. We will let you know if we see anything else. Thank you.

ODOT D5 will prepare the IOC and payment information. Please wrap this up ASAP as I would like to send it over by COB Wednesday 28 before I leave for vacation. Thank you!

Respectfully,

**John R. Wooldridge**  
**Real Estate Administrator**  
**ODOT District 5**

9600 Jacksontown Road  
Jacksontown, Ohio 43030  
D: 1.740.323.5427 C: N/A

[John.Wooldridge@dot.ohio.gov](mailto:John.Wooldridge@dot.ohio.gov)



**Department of  
Transportation**

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**From:** Gawell, Shyna <Shyna.Gawell@dot.ohio.gov>  
**Sent:** Thursday, May 22, 2025 2:21 PM  
**To:** Wooldridge, John <John.Wooldridge@dot.ohio.gov>  
**Subject:** Re: ODOT D5 & WE R/W Status Meeting PIDS 113400 & 111621

Hi John,

We have reviewed the RealOS file for Parcel 20 SH, UV T1 T2. Below is my list of items that need updated/corrected. This is a picky list- so wanted to get your thoughts on it before I send to Megan.

Title Update- Please update Parcel information to match updated plans to identify CRS SLM as 04.20, Title update also shows marital status - not applicable for Trust with Co-Trustees.

Plan letter/Plan Sheets - Did you send out an updated plan letter as part of the updated offer package? I only saw the 1 set in Real OS with plan letter dated 10/23/24.

in regards to the plan sheets, did you send out the most recent/updated plan sheets? Only the plan sheets from original offer were in Real OS.

ROE- in Real OS is for husband and wife. We would like to request that this is updated to Trust ownership- just in case.

RE 60- CRS identifies 04.194, please update to 04.20

RE 60-1- Notes do not identify all the pertinent aspects of the items required by Federal Title III Compliance. These would populate once filled into Real OS (bottom of notes section) Please complete so populates on notes form.

Notice of Intent to Appropriate- mailed how and to whom? proof of receipt?

No intro letter in file.

No RE-61 in file

Then I am assuming we create the IOC to go to Chief Legal. think that covers everything.

Regards,

**Shyna Gawell**

**Realty Manager**

**ODOT District 5**

9600 Jacksontown Road

Jacksontown, Ohio 43030

D: 1.740.323.5424

[shyna.gawell@dot.ohio.gov](mailto:shyna.gawell@dot.ohio.gov)



**Department of  
Transportation**

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**From:** Gawell, Shyna <[Shyna.Gawell@dot.ohio.gov](mailto:Shyna.Gawell@dot.ohio.gov)>

**Sent:** Tuesday, May 20, 2025 11:47 AM

**To:** Megan Matrka <[MeganM@WestErieRealty.com](mailto:MeganM@WestErieRealty.com)>; Wooldridge, John <[John.Wooldridge@dot.ohio.gov](mailto:John.Wooldridge@dot.ohio.gov)>; Greg Vriezelaar <[gregv@WestErieRealty.com](mailto:gregv@WestErieRealty.com)>; Michael Hamilton <[MichaelH@WestErieRealty.com](mailto:MichaelH@WestErieRealty.com)>

**Subject:** Re: ODOT D5 & WE R/W Status Meeting PIDS 113400 & 111621

All-

Just wanted to share the minutes of the meeting today. Megan we are reviewing the appropriation info for parcel 20. I will follow up when we have completed our review.

Please let me know if you have any questions.

Regards,

**Shyna Gawell**

**Realty Manager**

**ODOT District 5**

9600 Jacksontown Road

Jacksontown, Ohio 43030

D: 1.740.323.5424

[shyna.gawell@dot.ohio.gov](mailto:shyna.gawell@dot.ohio.gov)



Department of  
Transportation

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**From:** Megan Matrka <[MeganM@WestErieRealty.com](mailto:MeganM@WestErieRealty.com)>

**Sent:** Tuesday, May 20, 2025 7:58 AM

**To:** Wooldridge, John <[John.Wooldridge@dot.ohio.gov](mailto:John.Wooldridge@dot.ohio.gov)>; Greg Vriezelaar <[gregv@WestErieRealty.com](mailto:gregv@WestErieRealty.com)>; Michael Hamilton <[MichaelH@WestErieRealty.com](mailto:MichaelH@WestErieRealty.com)>; Gawell, Shyna <[Shyna.Gawell@dot.ohio.gov](mailto:Shyna.Gawell@dot.ohio.gov)>

**Subject:** Re: ODOT D5 & WE R/W Status Meeting PIDS 113400 & 111621

John,

Please see attached updated status report for the meeting this morning.

Thanks,

Megan



Megan Matrka

Project Manager

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a: 485 Metro Place South, Suite 475, Dublin, Ohio 43017

w: [www.WestErieRealty.com](http://www.WestErieRealty.com) e:  
[MeganM@WestErieRealty.com](mailto:MeganM@WestErieRealty.com)

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**From:** [John.Wooldridge@dot.ohio.gov](mailto:John.Wooldridge@dot.ohio.gov)

**Sent:** Wednesday, May 7, 2025 11:40 AM

**To:** [John.Wooldridge@dot.ohio.gov](mailto:John.Wooldridge@dot.ohio.gov) <[John.Wooldridge@dot.ohio.gov](mailto:John.Wooldridge@dot.ohio.gov)>; Greg Vriezelaar <[gregv@WestErieRealty.com](mailto:gregv@WestErieRealty.com)>; Michael Hamilton <[MichaelH@WestErieRealty.com](mailto:MichaelH@WestErieRealty.com)>; Megan Matrka <[MeganM@WestErieRealty.com](mailto:MeganM@WestErieRealty.com)>; [Shyna.Gawell@dot.ohio.gov](mailto:Shyna.Gawell@dot.ohio.gov) <[Shyna.Gawell@dot.ohio.gov](mailto:Shyna.Gawell@dot.ohio.gov)>

**Subject:** ODOT D5 & WE R/W Status Meeting PIDS 113400 & 111621

**When:** Tuesday, May 20, 2025 8:00 AM-8:30 AM.

**Where:** Microsoft Teams Meeting

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