

Correspondence/Contact Summary

Resolution No. 2018-010
Huish Properties and Trustee of the Huish Land Trust

Date	Reason for Contact
July 22, 2016	Orange County Transportation Authority (OCTA) right-of-way (ROW) agent contacted property owner to schedule an inspection of the property with the appraiser along with owners' tenant (Apex Parks Group) and arrange for staking of the property to show impacts. Date of the same was agreed to by the owner.
July 26, 2016	OCTA ROW agent spoke to property owner's representative who cannot attend appraisal and staking meeting. OCTA ROW agent conferenced owner with representative and new date was agreed to by both.
August 15, 2016	OCTA ROW agent, OCTA counsel and OCTA appraiser met with property owner and representatives and Apex Parks Group and conducted appraisal inspection. Owner expressed their concerns with impacts to the property and business.
October 25, 2016	OCTA ROW agent received call from property owner about status of offer.
October 26, 2016	OCTA ROW agent called property owner to discuss status of appraisal, mitigation report and offer. Owner requested review of mitigation report before it is finalized. OCTA ROW agent stated she will discuss this request with OCTA and provide feedback.
October 28, 2016	OCTA ROW agent called and left message for property owner to contact agent.
October 28, 2016	OCTA ROW agent received call from general manager of Apex Parks Group (lessee) requesting status and projected start of construction. OCTA ROW agent provided requested information to Apex Parks Group.
February 28, 2017	OCTA contacts owner's son, an attorney, to set up a meeting to discuss project impacts.
March 29, 2017	OCTA, ROW agent, owner, and tenant (Apex Parks Group) representatives meet to discuss project impacts.
August 8, 2017	OCTA and OCTA ROW agents met with property owners and owners' tenant and presented offer package.
August 22, 2017	Goodwill appraiser's initial contact with Apex Parks Group requesting financial information.
August 25, 2017	Goodwill appraiser sign Apex Parks Group Non-Disclosure Agreement.
August 28, 2017	Goodwill appraiser sent lease by Apex Parks Group.
August 29, 2017	Telephone call between goodwill appraiser and Apex Parks Group re financial documents.

September 1, 2017	Goodwill appraiser receives profit and loss statements from Apex Parks Group.
September 5, 2017	Goodwill appraiser meets Apex Parks Group at subject property for inspection and interview.
September 6, 2017	Telephone call between goodwill appraiser and Apex Parks Group regarding financial documents and proposed capital improvements.
September 7, 2017	Goodwill appraiser emails APEX with questions regarding financial statements.
September 28, 2017	Apex Parks Group emails goodwill appraiser with answers to financial questions on financial statements.
October 12, 2017	Telephone call between goodwill appraiser and Apex Parks Group regarding financial documents.
September 29, 2017	OCTA ROW agent called property owner's representative about status of their review of offer package and that the sixty (60) day incentive payment acceptance would expire soon. Representative not available so agent left message with his secretary.
October 2, 2017	OCTA ROW agent emailed 50-day incentive notice to property owner's representative and requested status of their review of the offer package. OCTA ROW agent also mailed 50-day incentive notice to representative via USPS regular mail.
October 6, 2017	Apex Parks Group sends goodwill appraiser additional financial documents.
October 10, 2017	Goodwill appraiser meets Apex Parks Group at Irvine location for site inspection.
October 11, 2017	Telephone call between goodwill appraiser and Apex Parks Group regarding financial documents.
October 11, 2017	OCTA ROW agent spoke with property owner's tenant, Apex Parks Group, who stated they intended to present a counter offer in the next thirty (30) days after getting quotes from vendors. Apex Parks Group expressed some of their concerns with the project to OCTA ROW agent. Owner will be conducting own due diligence and goodwill appraisal. OCTA ROW agent informed OCTA about Apex Parks Group concerns with the offer.
October 12, 2017	Telephone call between goodwill appraiser and Apex Parks Group regarding financial documents.
October 12, 2017	Exchange of emails between Apex Parks Group, OCTA ROW agent and OCTA counsel regarding mitigation costs for Go-Karts and rebuild.
October 13, 2017	Exchange of emails between Apex Parks Group, OCTA ROW agent and OCTA counsel regarding mitigation costs for Go-Karts and rebuild.
October 30, 2017	OCTA ROW agent received email from Apex Parks Group regarding concerns with the offer/project. OCTA ROW agent forwarded these concerns to OCTA for review.

November 13, 2017	OCTA ROW agent emailed Apex Parks Group responding to their questions regarding ADA, mitigation report and goodwill appraisers.
November 14, 2017	Apex Parks Group requests a copy of the appraisal report.
November 15, 2017	OCTA ROW agent sends Apex Parks Group a copy of the appraisal report.
November 17, 2017	Apex Parks Group requests status of goodwill appraisal and advised still waiting for goodwill appraiser's calculations and then will need approval of settlement offer from OCTA.
January 10, 2018	Apex Parks Group requests a breakdown of entire compensation offer, including goodwill.
December 20, 2017	OCTA ROW agent mailed first level review letter to property owners via regular mail.
January 10, 2018	OCTA ROW agent and OCTA counsel received e-mail from Apex Parks Group stating that they are in receipt of OCTA's 1 st level review letter and are requesting offer for goodwill valuation. OCTA counsel responded to Apex Parks Group e-mail stating goodwill settlement offer being processed.
January 15, 2018	OCTA counsel sends letter to Apex Parks Group with loss of goodwill settlement offer.
January 23, 2018	OCTA ROW agent sends Apex Parks Group a spreadsheet with breakdown of entire compensation offer to Apex Parks Group, including loss of goodwill.
March 1, 2018	Letter to owner advising resolution being taken off-calendar and postponed due to small engineering and survey issues.
March 12, 2018	Revised offer package sent to owner Huish.
March 26, 2018	Apex Parks Group sends counter settlement offer to OCTA.
March 30, 2018	OCTA's counsel sent letter to property owner stating that OCTA intends to move forward with its intent to consider the adoption of a resolution of necessity on May 14, 2018.
April 13, 2018	APEX inquires at to status of adoption of resolution and impact on settlement discussions. OCTA counsel responds with offer to mediate.
April 17, 2018	OCTA counsel and Apex Parks Group confirm mediation date for May 23, 2018.
April 23, 2018	OCTA counsel called by owner and his counsel regarding potential for settlement and status of settlement discussions with Apex Parks Group.

Correspondence/Contact Summary

Resolution No. 2018-043 Westminster Mall, LLC

Date	Reason for Contact
June 16, 2016	Orange County Transportation Authority (OCTA) right-of-way (ROW) agent advised that the Westminster Mall is owned by the Washington Prime Group (WPG) and met with property owner's representatives: WPG's director of real estate development; and the mall's general manager. Agent explained the project and listened to owner's concerns.
November 9, 2017	OCTA ROW agent called and left a voice message for property owner's representative regarding presentation of an offer.
November 10, 2017	OCTA ROW agent called and left a voice message for property owner's representative regarding presentation of an offer.
November 13, 2017	OCTA ROW agent called and left a voice message for property owner's representative regarding presentation of an offer.
November 14, 2017	OCTA ROW agent mailed offer package to property owner's representative via USPS regular and certified mail. OCTA ROW agent also called and left a detail voice message for owner's representative.
November 17, 2017	OCTA ROW agent spoke with property owner's representative who confirmed receipt of the offer package. Property owner representative requested a few days to review the offer package before discussing the offer.
December 27, 2017	OCTA ROW agent called and left a detailed voice message for the property owner's representative regarding the offer package.
January 5, 2018	OCTA ROW agent called and left a voice message for the property owner's representative regarding status of the offer and requested he contact OCTA ROW agent.
January 16, 2018	OCTA ROW agent received a voice mail from property owner's representative regarding the offer. OCTA ROW agent returned call and left a voice message.
January 22, 2018	OCTA ROW agent mailed to the property owner's representatives the first level review letter via USPS regular mail at the mall location and its corporate offices in Ohio.
January 29, 2018	OCTA ROW agent attempted to contact property owner's representative regarding the offer status, but could not leave voice mail as it was full.
February 9, 2018	OCTA legal counsel mailed to property owner duplicate sets of Notice of Hearing Regarding Intent to Adopt Resolution of Necessity (one set to address appearing on last equalized County assessment roll and the other set to an address as provided on the offer letter). A copy of the notice was also sent to the City of Westminster as required by law.

February 20, 2018	Notice of Hearing document addressed as listed on County assessment roll returned from U.S. Postal service as non-deliverable. The duplicate notice of hearing sent to the property owner address as provided on the offer letter was not returned.
February 21, 2018	OCTA legal counsel confirmed proper address with County of Orange tax assessor's office.
February 25, 2018	OCTA staff spoke to property owner representative regarding status of agreement and coordinate relocation of signage.
March 6, 2018	OCTA staff spoke to property owner representative to discuss right of way requirements and administrative settlement. OCTA staff informed the property owner's representative the Resolution Hearing will be continued to a future Board meeting to allow additional time to process the R/W Contract for execution.
March 16, 2018	OCTA staff transmitted right of way requirements survey file in response to the property owner representative's request. This information is necessary to assist the Mall in relocating the existing mall sign.
March 21, 2018	OCTA staff spoke with property owner representative regarding administrative settlement. Property owner is agreeable to OCTA's offer amount, including incentive payment, as an administrative settlement and will seek approval from the Investment Committee on April 19, 2018.
March 22, 2018	OCTA staff converted and transmitted right of way requirements survey file to property owner representative to resolve compatibility issue.
March 27, 2018	OCTA staff called and left message with property owner's representative regarding settlement approval status.
March 28, 2018	OCTA staff spoke to property owner representative regarding settlement agreement approval from property owner.
April 3, 2018	OCTA staff emailed property owner representative to confirm Investment Committee approval scheduled for April 19, 2018.
April 9, 2018	Property owner representative e-mailed OCTA ROW agent that he is in communication with OCTA directly and that the approval of the offer has to go for approval to their investment committee.
April 13, 2018	OCTA staff received call from property owner representative to inform OCTA the settlement agreement is being approved by Memorandum of Approval by the Investment Committee but will not be fully executed until early May.
April 18, 2018	OCTA staff spoke with property owner representative regarding proposed location of new mall sign and potential conflict with OCTA construction activities.
April 23, 2018	OCTA staff emailed property owner representative for status update on approval of administrative settlement by Investment Committee.

April 24, 2018	OCTA staff emailed property owner representative for status update on approval of administrative settlement by Investment Committee.
April 27, 2018	OCTA staff emailed property owner representative for status update on approval of administrative settlement by Investment Committee.
April 30, 2018	OCTA's legal counsel sent letter to property owner stating that OCTA intends to move forward with its intent to consider the adoption of a resolution of necessity on May 14, 2018. OCTA ROW agent e-mailed owner stating OCTA's team's commitment to continue negotiations.

Correspondence/Contact Summary

Resolution No. 2018-046

Golden Westminster Investments, LLC, a California Limited Liability Company

Date	Reason for Contact
April 28, 2016	Orange County Transportation Authority (OCTA) right-of-way (ROW) agent responded to property owner regarding questions about project design. OCTA ROW agent to arrange a meeting for owner with the design team.
July 26, 2016	OCTA ROW agent called property owner who stated that he is ill, in the hospital and could not presently talk, and for agent to call him sometime in the future.
April 18, 2017	OCTA ROW agent left voice message for property owner requesting him to contact his tenants and coordinate access to the building. Access is requested by OCTA's ROW's consultant to study the building's interior configuration to address relocation of the building's backside exit doors.
May 1, 2017	OCTA ROW agent spoke with property owner regarding tenant coordination and inspection access.
May 18, 2017	OCTA ROW agent emailed property owner requesting access permission for OPC's architect consultant to study the building's interior configuration to address relocation of the building's backside exit doors. OCTA ROW agent proposed a meeting with owner, OCTA, OCTA's ROW consultant and design team to address owner's concerns with the project.
June 28, 2017	OCTA team met at property owner's office to discuss the project and owner's concerns regarding proposed improvements.
August 25, 2017	At the request and with the approval of the property owner, OCTA ROW agent coordinated staking of proposed improvements at the property.
November 14, 2017	OCTA ROW agent called property owner and left a voice message requesting a meeting to present the offer package.
November 15, 2017	OCTA ROW agent sent email to property owner proposing two dates and asking his availability for a meeting to present the offer package.
November 29, 2017	OCTA ROW agent called property owner and learned he is sick and cannot meet. Property owner suggested a January 2018 meeting; however, owner agreed for OCTA ROW agent to mail the offer package next week as well as emailing him a copy for review and will meet in January 2018 for offer presentation.
December 6, 2017	OCTA ROW agent mailed to property owner the offer package via GSO overnight delivery.
December 7, 2017	OCTA ROW agent received GSO delivery notification that offer package was delivered to the property owner's office on December 7, 2017.
December 8, 2017	OCTA ROW agent sent email to property owner with a copy of the offer package for his review and consideration.

January 6, 2018	OCTA ROW agent received email from property owner stating he is ill again and if it would be possible for OCTA to extend the duration of the incentive fee payment offer.
January 8, 2018	OCTA ROW agent sent email to property owner stating that she would inquire with OCTA about the extension and proceed with a meeting and offer negotiations at owner's convenience.
January 22, 2018	OCTA ROW agent received email from property owner requesting an appointment be scheduled with the OCTA team to discuss the offer. OCTA ROW agent e-mailed property owner with proposed dates/time to meet.
January 31, 2018	OCTA staff and OCTA ROW consultant met with the property owner at their offices to discuss offer and address owner's concerns with the project. OCTA expressed its commitment to addressing owner's issues and encouraged owner to obtain its own independent appraisal.
February 6, 2018	As requested by property owner, OCTA ROW agent emailed him contact information for three real estate appraisers that he has the option to use for an independent appraisal or he can select an appraiser of his own choosing.
February 9, 2018	OCTA legal counsel mailed to property owner and City of Westminster Notice of Hearing Regarding Intent to Adopt Resolution of Necessity.
February 22, 2018	Property owner e-mailed OCTA ROW agent confirming receipt of the Notice of Intent to Adopt a Resolution of Necessity from OCTA. Property owner inquired also about status of his questions regarding mitigation work.
February 23, 2018	OCTA staff received email from property owner expressing concerns relating to potential impacts to property.
February 23, 2018	OCTA staff and OCTA's ROW Consultant contacted the property owner' and discussed owner's concerns related to property visibility, parking reconfiguration and fire exit modifications. Property owner will provide OCTA with independent mitigation plan and cost estimate from architect related to these items.
February 27, 2018	OCTA staff received email from property owner which included mitigation summary prepared by the property owner's architect. The mitigation summary itemized the architect's recommended curative work to address potential impacts to the property.
March 1, 2018	Telephone conversation with OCTA, OCTA ROW agent and the property owner regarding owner's concerns with mitigation work and potential for settlement.
March 2, 2018	OCTA e-mailed the property owner to memorialize the telephone conversation the parties had a day before and the action items for each party.
March 5, 2018	In response to the property owner's request, OCTA staff emailed the property owner with engineering design plans relating to the subject property.

March 7, 2018	OCTA staff and OCTA's ROW Consultant met with the property owner and property owner's architect to review the mitigation summary report in detail. OCTA staff to evaluate mitigation summary with OCTA's real estate appraiser.
March 16, 2018	Telephone conversation with OCTA, OCTA ROW agent and the property owner regarding owner's counteroffer cost of proposed mitigation work.
March 19, 2018	OCTA staff received an email from the tenant's (99 Cents Only Stores LLC) real estate counsel requesting to discuss the Notice of Hearing sent to the property owner.
March 20, 2018	OCTA received a letter from the property owner requesting to appear and be heard by the OCTA Board of Directors at the RON hearing.
March 21, 2018	OCTA's legal counsel had a phone call with the tenant's (99 Cents Only Stores LLC) real estate counsel regarding the Notice of Hearing.
March 23, 2018	OCTA received a letter from the tenant's (99 Cents Only Stores LLC) legal counsel requesting to appear and be heard by the OCTA Board of Directors at the RON hearing.
March 26, 2018	The property owner and the tenant (99 Cents Only Stores LLC) requested to speak and be heard at the Resolution of Necessity Hearing. Both addressed their concerns to the OCTA Board of Director's and both requested a continuance to allow for additional negotiations.
March 26, 2018	OCTA staff recommended continuance of the Resolution of Necessity Hearing to be heard at the April 9, 2018 Board meeting.
March 26, 2018	OCTA staff met with the property owner and the tenant (99 Cents Only Stores LLC) to schedule a meeting to discuss the acquisition and the mitigation concerns.
March 27, 2018	OCTA staff scheduled meetings with the property owner and tenant (99 Cents Only Stores LLC).
March 29, 2018	OCTA team met with property owner and the tenant (99 Cents Only Stores LLC) and conducted combined first and second level review meeting to discuss all issue regarding the needed acquisition.
March 29, 2018	OCTA team, the property owner, and the tenant (99 Cents Only Stores LLC) scheduled a follow-up meeting to take place on April 12, 2018.
April 12, 2018	OCTA team met with the property owner and one of his tenants (99c Store) to follow-up on previous discussions and potential settlement.
April 18, 2018	OCTA ROW agent e-mailed 99c Store representative, the property owner's tenant, documents regarding proposed mitigation, for review. E-mail correspondence between OCTA ROW agent and property owner regarding mitigation and settlement costs.
April 18, 2018	OCTA's legal counsel sent letter to property owner stating that OCTA intends to move forward with its intent to consider the adoption of a resolution of necessity on May 14, 2018.

April 23, 2018	OCTA ROW agent e-mailed property owner documents for review in connection with an agreed upon settlement. Telephone conversation between OCTA ROW agent and the owner regarding the settlement documents. OCTA ROW agent e-mailed 99c Store representative (tenant on subject property) asking for an update regarding execution of documents.
April 24, 2018	E-mail correspondence between OCTA ROW agent and property owner regarding settlement documents.
April 25, 2018	E-mail correspondence between OCTA ROW agent and property owner regarding proposed changes to the settlement documents.
April 26, 2018	E-mail correspondence between OCTA ROW agent and property owner regarding proposed changes to the settlement documents.
April 27, 2018	E-mail correspondence between OCTA ROW agent and property owner regarding OCTA's response to property owner's proposed changes to the settlement documents. Telephone conversation between OCTA ROW agent and property owner regarding settlement and tenant's documents.
April 30,2018	E-mail correspondence between OCTA ROW agent and 99c Store (tenant on subject property) legal counsel regarding documents that are required to be signed by the tenants in connection with the project.

Correspondence/Contact Summary

Resolution No. 2018-051 Southern California Edison

Date	Reason for Contact
January 29, 2018	Orange County Transportation Authority (OCTA) right-of-way (ROW) agent emailed property owner (SCE) representative that an offer package is ready for presentation. SCE requested that OCTA R/W agent e-mail the offer package and send a copy via USPS mail. Agent complied with SCE's request. SCE acknowledged receipt of the offer package.
January 30, 2018	OCTA ROW agent received email from property owner's representative asking OCTA for processing fees in order to review the offer package. OCTA ROW agent forwarded SCE's request for processing fees to OCTA and WSS, OCTA's legal counsel, for review and consideration.
January 31, 2018	E-mail communication between OCTA ROW agent and SCE representative regarding project, legal descriptions and plat maps, plans and schedule. OCTA ROW agent received signed offer package certified mail receipt.
February 20, 2018	E-mail communication between OCTA ROW agent and SCE representative regarding project.
February 22, 2018	Following SCE's request, OCTA ROW agent emailed SCE the closure reports for the legal descriptions. OCTA ROW agent advised SCE about the 30-day incentive reminder letter that will be sent to them tomorrow.
February 23, 2018	OCTA ROW agent mailed 30-day incentive fee payment notice to property owner via USPS regular and certified mail.
February 26, 2018	OCTA ROW agent received emails from property owner's representative stating he received the 30-day incentive fee payment notice via mail, but that SCE will not be able to take advantage of the incentive period due to their review process.
February 27, 2018	OCTA ROW agent received email from property owner's representative requesting SCE's serial numbers be added to the L&Ps. OCTA ROW agent will confirm with team.
March 1, 2018	OCTA ROW agent received email from SCE's representative stating that SCE's Valuation team completed the appraisal review and has accepted the proposed compensation of \$67,200 for the PHE and TCE. Additionally, SCE is drafting easement documents and needs to review detailed construction plans to ensure the uses comply with SCE formats, rules and standards. Lastly, SCE requested an update on OCTA's execution of the Estimated Fee Letter and payment of the processing fee.
March 5, 2018	OCTA ROW agent received signed 30-day incentive notice certified mail receipt.

March 6, 2018	OCTA ROW agent responded to SCE's email by providing its representative with amended L&Ps that include SCE's serial numbers.
March 13, 2018	OCTA ROW agent emailed SCE's representative that, to date, there are no approved final construction plans available and that the TCE area will only be utilized to construct the freeway improvements; no plans for parking or storage. SCE insisted that they need to review the final plans for the bridge widening to confirm that there will be no interference with electric line clearance requirements.
March 14, 2018	OCTA ROW agent replied to SCE's representative that she will forward to the OCTA project team SCE's request for construction plans.
March 16, 2018	OCTA ROW agent mailed first level review letter to property owner via USPS regular mail.
March 30, 2018	OCTA legal counsel mailed out NOI letter to property owner and City via regular mail.
April 4, 2018	E-mail correspondence between OCTA ROW agent and SCE representative regarding easement language and legal and plats.

Correspondence/Contact Summary

Resolution No. 2018-052 Sovran Acquisition LP

Date	Reason for Contact
March 15, 2017	Orange County Transportation Authority (OCTA) right-of-way (ROW) team met with property owner's representatives and discussed the project and property impacts. The property owner representative requested OCTA to stake the property and that any offer to go to him. OCTA ROW agent requested staking.
November 21, 2017	OCTA ROW agent attempted to contact property owner's representative; left voice message.
November 27, 2017	OCTA ROW agent attempted to contact property owner's representative; left voice message. OCTA ROW agent sent offer package to owner via overnight mail.
November 28, 2017	OCTA ROW agent received FedEx notification of delivery of offer package to property owner and corresponded with its representative regarding offer status. Property owner stated his availability to discuss the offer on December 6 or 7.
December 6, 2017	OCTA ROW agent spoke to property owner's representative who stated the offer package has been sent to their legal department for review and was aware of the 60-day incentive period. Property owner had concerns regarding drainage and wanted to address the issue before signing any paperwork.
January 3, 2018	OCTA ROW agent mailed 30-day incentive notice to property owner via USPS regular and certified mail.
January 16, 2018	OCTA ROW agent received signed 30-day incentive notice certified mail receipt. Signed by A. Lefler.
January 17, 2018	OCTA ROW agent attempted to contact property owner's representative to discuss and provide existing and proposed drainage condition on property; left voice message.
January 18, 2018	OCTA ROW agent mailed 10-day reminder letter regarding incentive payment to property owner via regular and certified mail. OCTA ROW agent received email and correspondence that property owner retained eminent domain legal representation with Murphy & Evertz. Same letter received by OCTA staff.
January 30, 2018	OCTA ROW agent received signed 50-day incentive notice certified mail receipt. Signed by A. Lefler.
February 2, 2018	OCTA legal counsel spoke to property owner's counsel regarding acquisition and scheduling administrative first level review meeting.
February 14, 2018	OCTA ROW agent mailed first level review letter to property owner and owner's attorney via USPS regular mail.

February 15, 2018	OCTA legal counsel received email from property owner's counsel requesting that we coordinate with his office to schedule 1 st level review meeting.
February 24, 2018	OCTA legal counsel emailed property owner's counsel with proposed dates for 1 st level review meeting.
February 27, 2018	OCTA legal counsel received email from property owner's counsel with proposed date for 1 st level review meeting.
February 27, 2018	OCTA legal counsel emailed property owner's legal counsel confirming date for 1 st level review meeting.
March 8, 2018	OCTA team conducted 1 st level review meeting with property owner's legal counsel at OCTA's office.
March 30, 2018	OCTA Clerk of the Board mailed Notice of Hearing Regarding Intent to Adopt Resolution of Necessity to property owner and City of Westminster.
April 11, 2018	OCTA legal counsel received voicemail message and follow-up email from property owner's legal counsel asking for copies of various documents discussed during 1 st level review meeting.
April 11, 2018	OCTA legal counsel sent concept project drawings and drainage detail to property owner's legal counsel.
April 24, 2018	OCTA legal counsel received phone call from property owner's legal counsel requesting a meeting on the subject property with the owner's representative to review project impacts (meeting is tentatively scheduled for May 15, 2018).

Correspondence/Contact Summary

Resolution No. 2018-054 M. Westland, LLC

Date	Reason for Contact
October 24, 2016	Orange County Transportation Authority (OCTA) right-of-way (ROW) agent spoke with property owner's representative, who inquired about the project and potential impacts to property.
January 29, 2018	OCTA ROW agent spoke to the property owner representative and scheduled the offer presentation for January 31, 2018.
January 31, 2018	OCTA ROW agent met with property owner's representative to present the offer package and explain the acquisition process. Property owner's representative raised questions regarding construction of project. OCTA ROW agent stated that he will check with OCTA's team and will address the owner's representative questions as soon as possible. Property owner's representative stated that they will obtain an independent appraisal.
February 9, 2018	OCTA ROW agent emailed property owner's representative with some of the answers to his questions presented during the presentation of the offer.
February 15, 2018	OCTA ROW agent sent property owner's representative information on the off ramp in the after condition.
March 6, 2018	OCTA ROW agent spoke to property owner's representative about the exhibits provided. OCTA ROW agent mailed to property owner incentive fee payment program expiration notice via USPS regular and certified mail.
March 16, 2018	OCTA ROW agent met directly with the property owner to explain the offer package, the acquisition process and incentive fee payment program. The property owner informed OCTA ROW agent that their representative was their tenant who did not provide a copy of the offer package to them and they were not aware of the 60-day incentive fee payment period. Property owner requested that the 60-day incentive period starts as of today. Property owner stated that they will review and sign the documents as soon as possible.
March 19, 2018	OCTA ROW agent emailed and mailed to property owner and property owner's representative the first level review letter and incentive fee payment program expiration notice via USPS regular and certified mail.

March 20, 2018	OCTA ROW agent spoke to property owner who stated the offer package is being reviewed by their attorney. The property owner asked for an extension of their 60-day incentive period in light of their tenant not providing a copy of the offer to them in a timely manner.
March 23, 2018	OCTA ROW agent received attorney's representation letter and confirmed with the property owner legal representation. Property owner's attorney sent a letter to OCTA's ROW agent with the property owner's concerns regarding the offer/project.
March 26, 2018	OCTA ROW agent advised OCTA of attorney's representation letter. OCTA ROW agent provided OCTA with a copy of the property owner's attorney letter stating their concerns with the project.
March 27, 2018	OCTA ROW agent e-mailed property owner's attorney and property owner stating that their letter was forwarded to OCTA and a response will be sent to them as soon as possible.
March 30, 2018	OCTA legal counsel mailed Notice of Hearing Regarding Intent to Adopt Resolution of Necessity to Property Owners and City of Westminster.
April 5, 2018	E-mail correspondence between property owner's legal counsel and OCTA representative regarding property owner's concerns with project.
April 13, 2018	OCTA Clerk of the Board received letter from Property Owners' legal counsel regarding notice of intent to appear and be heard at Resolution of Necessity hearing, raising concerns over drainage issues.
April 16, 2018	E-mail correspondence between OCTA ROW agent and property owner and property owner's legal counsel regarding as-built drawings on subject property.
April 17, 2018	OCTA's legal counsel left voicemail message for Property Owner's legal counsel to discuss drainage issues and other concerns regarding project.
April 19, 2018	OCTA's legal counsel left voicemail message for Property Owner's legal counsel.
April 23, 2018	OCTA's legal counsel sent letter to Property Owner's legal counsel responding to concerns regarding drainage and inviting Property Owners to participate in administrative first level review meeting.