



Engineers

December 12, 2024

Chris Sukharrie
Trinity Roofing Ltd.
158 Rossdean Drive
Toronto, Ontario M9L 2S1

Dear Chris Sukharrie,

RE: Roof Replacement - ROW
31-45 Amos Avenue, Waterloo, Ontario
Contract Close-Out

RJC No. TOR.136306.0002

All parties (Region of Waterloo, Read Jones Christoffersen Ltd., and Trinity Roofing Ltd.) have agreed that the work associated with the Roof Replacement - ROW at the above-noted site is substantially complete. A copy of the Certificate of Substantial Performance is attached for publication. Trinity Roofing Ltd. is required by the terms of your Contract to take all appropriate measures to comply with the Contract Close-Out procedures outlined in the documents including:

- The requirements of the Construction Act
- The requirements of the Worker's Compensation Act
- All other Contractual Obligations

In addition to these items, you are also required to supply all warranties, maintenance manuals and project record drawings in accordance with the requirements of the Contract Documents. These requirements are outlined in the specification, specifically:

- Section 01 78 23 – Maintenance and Renewal Manual
- Section 01 78 36 – Warranties and Bonds
- Section 01 78 39 – Project Record Drawings
- Section 07 52 16 – SBS Modified Bituminous Membrane Roofing

The warranty periods are clearly outlined in Specification Section 01 78 36 and in the applicable technical specification sections. All warranty periods shown in this section are applicable and remain unchanged.

Roof Replacement - ROW
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Trinity Roofing Ltd. is required to submit maintenance manuals and project record drawings for the work performed as part of the Contract. If a clean set of drawings is required for record drawing purposes please let RJC know.

A final walk-through inspection will be scheduled by Read Jones Christoffersen Ltd. During the final walk-through, any deficiencies will be noted.

The holdback will become payable 60 days from the date of publication of the Certificate of Substantial Performance. Please include proof of publication and all warranties and maintenance manuals with your holdback invoice. It is expected that all deficiencies will be addressed and the required maintenance manuals and project record drawings will be provided prior to the holdback invoice becoming due.

We trust this information is satisfactory and self-explanatory; however, if you have any questions, please do not hesitate to call.

Yours truly,

READ JONES CHRISTOFFERSEN LTD.

Prepared by:

A handwritten signature in black ink, appearing to read 'João Martins'.

João Martins, B.A.Sc.
Representative
Building Science and Restoration

Reviewed by:

A handwritten signature in black ink, appearing to read 'Ben Kraemer'.

Ben Kraemer, B.A.Sc., P.Eng.
Project Engineer
Building Science and Restoration

Encl. Certificate of Substantial Performance

Construction Act

R.S.O. 1990, Chapter C.30
Last Amendment: 2018, C.17, Sched. 8, S.1-20

**CERTIFICATE OF SUBSTANTIAL PERFORMANCE
OF THE CONTRACT UNDER SECTION 32 OF THE ACT**

CITY OF WATERLOO

**31-45 AMOS AVENUE
WATERLOO, ONTARIO, N2L 2W6**

This is to certify that the Contract for the following improvement:

ROOF REPLACEMENT - ROW

to the above premises was substantially performed on **DECEMBER 11, 2024**

Date certificate signed: **DECEMBER 13, 2024**


.....
(Payment Certifier)

Name of Owner: **REGION OF WATERLOO**
Address of Service: **150 FEDERICK STREET, 4TH FLOOR
KITCHENER, ONTARIO, N2G4J3**
Name of Contractor: **TRINITY ROOFING LTD.**
Address for Service: **158 ROSSDEAN DRIVE
TORONTO, ONTARIO, M9L 2S1**
Name of Payment Certifier: **READ JONES CHRISTOFFERSEN LTD.**
Address: **40 WEBER ST E.
KITCHENER, ONTARIO, N2H 6R3**

A. Identification of premises for preservation of liens:

**31-45 AMOS AVENUE
WATERLOO, ONTARIO, N2L 2W6**