



2121 Argentia Road, 4th Floor
Mississauga, ON L5N 2X4
905-607-7244

Thursday, November 23, 2023

Eileen Roofing Inc.
1825 Wilson Avenue, Toronto, ON M9M 1A2

Re: Project Title: Taylor Evans Public School
Project Address: 271 Stephanie Drive, Guelph, ON
Rimkus Matter No.: 100182085 / 25959-HR23-215FR
Subject: Request for Project Closeout Documents

Dear Sophie Li,

This letter is to inform you that the above-noted project is substantially complete. Please find enclosed a copy of the Certificate of Substantial Performance, Form 9, for the project.

It is your responsibility to place an advertisement in the Daily Commercial News stating the completion of the Work at the above noted address, to inform all interested subcontractors and suppliers. Once Rimkus is in receipt of an official certificate from the Daily Commercial News confirming the placement, Rimkus will authorize the release of statutory holdback funds after the passing of the Lien period, 60 days from the date indicated on the Certificate.

Kindly issue the following Project Closeout documents:

1. Notice of Publication.
2. Contractor's Workmanship Warranty.
3. Manufacturer's Roofing Warranty.
4. Maintenance manuals for installed products and systems.

Note that all warranties must identify the roof locations worked on and specify the amount of area completed for this project.

Original closeout package is to be submitted to the Client. Final payment to be released after all the closeout documents have been received and deemed in good order.

If you have any questions or need additional assistance, please call.

Sincerely,

A handwritten signature in blue ink that reads 'Marco Merolle'.

Marco Merolle
Roofing Practice Leader

FORM 9
CERTIFICATE OF SUBSTANTIAL PERFORMANCE OF THE
CONTRACT UNDER SECTION 32 OF THE ACT

Construction Act

Wellington County

(County/District/Regional Municipality/Town/City in which premises are situated)

271 Stephanie Drive, Guelph, ON N1K 1T1

(street address and city, town, etc., or, if there is no street address, the location of the premises)

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

Roof Retrofit of Areas 201 and 301

(short description of the improvement)

to the above premises was substantially performed
on

November 17, 2023

(date substantially performed)

Date certificate signed: **November 23, 2023**



(payment certifier where there is one)

(owner and contractor, where there is no payment certifier)

Name of owner: **Upper Grand District School Board**

Address for service: **500 Victoria Road North Guelph, ON N1E 6K2,**

Name of contractor: **Eileen Roofing Inc.**

Address for service: **1825 Wilson Avenue, Toronto, ON M9M 1A2**

Rimkus Consulting Group

Name of payment certifier (where applicable): **Canada, Inc.**

Address: **2121 Argenta Road, 4th Floor, Mississauga, ON L5N 2X4**

(Use A or B, whichever is appropriate)

☒ A. Identification of premises for preservation of liens:

Taylor Evans Public School, 271 Stephanie Drive, Guelph, ON N1K 1T1

(if a lien attaches to the premises, a legal description of the premises,
including all property identifier numbers and addresses for the premises)

☐ B. Office to which claim for lien must be given to preserve lien:

(if the lien does not attach to the premises, the name and address of the person or body to whom the claim for lien must be given)