July 25, 2024

Brad Ricardo
Roof and Building Service Intl.
2000 Rogers Road
Perth ON K7H 1P9

Dear Brad,

**RE: 232 Wilbrod Street, Ottawa, ON**                    **RJC No. TOR.135046.0001**
**2023 Cladding and Roof Rehabilitation**
**Contract Close-Out**

All parties (Carleton Condominium Corporation No. 506, Read Jones Christoffersen Ltd., and Roof & Building Service Intl.) have agreed that the work associated with the 2023 Cladding and Roof Rehabilitation at the above-noted site is substantially complete. A copy of the Certificate of Substantial Performance is attached for publication. You are 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 guarantees, warranties, inspection certificates, 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 36 – Warranties and Bonds
- Section 07 52 16 – SBS Modified Bituminous Membrane Roofing
- Section 07 92 10 – Building Envelope Sealants

Please note that the SBS Modified Bituminous Membrane Roofing and Joint Seal Warranties are to be joint warranties by the Installer and Manufacturer. Please submit a certificate signed by the Installer and Manufacturer along with your general warranty. 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.

Contractor 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 sixty (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.

                                                            Reviewed by:


Sofia Knowles, BEng                          Patrick Marquis, MASc, P.Eng.
Representative                                  Project Engineer
Building Science and Restoration          Building Science and Restoration


SDK/PAM


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 OTTAWA

## 232 WILBROD STREET
## OTTAWA, ONTARIO

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

## 2023 CLADDING AND ROOFING REHABILITATION

to the above premises was substantially performed on **JULY 25, 2024**

Date certificate signed: **JULY 25, 2024**

.......................................................................
*(Payment Certifier)*

Name of Owner: **CARLETON CONDOMINIUM CORPORATION NO. 506**
**c/o CONDOMINIUM MANAGEMENT GROUP**

Address of Service: **232 Wilbrod Street**
**Ottawa, ON, K1N 6L6**

Name of Contractor: **ROOF & BUILDING SERVICE INTL.**

Address for Service: **2000 Rogers Road**
**Perth, ON, K7H 1P6**

Name of Payment Certifier: **READ JONES CHRISTOFFERSEN LTD.**

Address: **1545 Carling Avenue, Suite 304**
**Ottawa, ON, K1Z 8P9**

A.      Identification of premises for preservation of liens:

232 WILBROD STREET, OTTAWA, ON