



2121 Argentia Road, 4<sup>th</sup> Floor  
Mississauga, ON L5N 2X4

Wednesday, July 17, 2024

Roque Roofing Inc.  
3 Clark Avenue  
Hamilton, ON L8L 1K9

Project Title: Cayuga Secondary School 2024-04-T Roofing Project  
Re: Project Address: 70 Haldimand Road 54, Cayuga, ON N0A 1E0  
Rimkus Matter No.: 100237807  
**Subject: Request for Project Closeout Documents**

Dear Jack Roque,

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 to inform all interested subcontractors and suppliers. Once the advertisement has been posted and Rimkus is in receipt of an official certificate from the Daily Commercial News, 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 of Substantial Completion.

Kindly issue the Project Closeout documents to Rimkus, including:

1. Notice of Publication.
2. Contractor's 2 Year Workmanship Warranty.
3. Manufacturer's 25 Year 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.

Once processed, please forward the required project closeout documentation to our office for review. Final payment to be released after all the closeout documents have been received and deemed in good order.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Marco Merolle'.

Marco Merolle, Roofing Practice Leader

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

**Haldimand County**

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

**70 Haldimand Road 54, Cayuga, ON N0A 1E0**

(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:

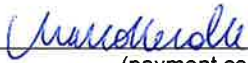
**Rehabilitation of Roof Areas 203 and 207**

(short description of the improvement)

to the above premises was substantially performed on **July 5, 2024**

(date substantially performed)

Date certificate signed: **July 17, 2024**



(payment certifier where there is one)

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

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

Address for service: **349 Erie Avenue, Brantford, ON N3T 5V3**

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

Address for service: **3 Clark Avenue, Hamilton, ON L8L 1K9**

**Rimkus Consulting Group**

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

Address: **2121 Argentia Road, 4<sup>th</sup> Floor, Mississauga, ON L5N 2X4**

(Use A or B, whichever is appropriate)

☒ A. Identification of premises for preservation of liens:

**Cayuga Secondary School, 70 Haldimand Road 54, Cayuga, ON N0A 1E0**

(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)