

REFERENCE DOCUMENTS

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CONTRACTOR AND SUB-CONTRACTOR WORK RULES

Amended September 2022

Contractors and Sub-Contractors are working in University Square #2 nearly every day. It is most important that they follow the procedures that are laid out in this document. These procedures are provided to expedite the completion of the construction while making sure that the building and its shareholders are not negatively impacted by the construction process. There are three individuals the contractor should work with to expedite their job.

Our **Facilities Manager** can help the contractor understand the building's structure, utilities, permitting, etc. He can also help with shutting off of utilities in a given stack for hookups.

Our **Office Manager** makes sure the contractor has filed the appropriate paperwork with the office (Certificate of Insurance, etc.).

Our **Valets** and **Building Custodian** make sure the contractor signs in every morning, parks in an appropriate space, leaves a clean work site and takes all refuse off site.

1. Working hours are from 8:30 am to 5:00 pm Monday through Friday, excluding holidays.
2. Notification of your contract work must be given to the Office Manager **at least a week in advance, along with their Certificate of Insurance.** Advance notice is necessary for notifying shareholders of possible water shut-offs during construction work, for parking, security, and padding the elevator (no freight elevator in building).
3. Parking is on the ramp to the lower garages or along the white railing running toward the building. **Parking is limited to two (2) contractor vehicles per apartment.**
4. All supplies and equipment are to be brought in and out of the apartment **using the padded elevator and entering and exiting from the lower basement level only.** Our staff is available to direct you.
5. All work is to be done inside the apartment, **unless cutting with an electrical saw, which is to be operated only on the lower level outside the driveway ramp.**
6. A sink is available for your use in the lower garage. **DO NOT USE the sinks in the hallway utility rooms on each floor or the sinks located in the laundry room.**
7. You are responsible for cleaning all dirt, debris, etc. created from your work from the apartment door to the driveway.

8. If your work will make a lot of dust, put rags inside apartment doors to keep the dust out of the hallways. Cover any building vents within the unit. If you do not have a sweeper, you may use the building's sweeper. The staff will assist you.
9. **DO NOT PUT ANY MATERIALS IN THE HALLWAY** *because of the danger created in case of an emergency evacuation of the building and for the safety of our handicap/vision-impaired residents.* This includes all materials you bring into the building or are removing from the apartment.
10. Do not put any trash in the building dumpsters. **Contractors are responsible for removing all building debris and trash from US#2 grounds.**
11. Close all windows that you have opened during your work and all entry doors before leaving an apartment.

FIRE EMERGENCY EVACUATION PROCEDURES

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Amended by Safety Committee, May 2022

FOR RESIDENTS WHO ARE ABLE TO WALK DOWN STEPS WITHOUT ASSISTANCE

Whenever the fire alarm sounds (unless it is an alarm test announced ahead of time) evacuate your apartment immediately.

As you evacuate your apartment, put the “Evacuated” magnet on the outside of your main apartment door. Close your door, lock it, put your apartment key and building FOB in your pocket.

Go directly to the stairwell closest to your apartment and descend to the lobby and then directly to the closest exit door to go outside the building. The FRONT STAIRS (Stair A) leads to the front lobby. The REAR STAIRS (Stair B) leads to the back lobby. The elevators will NOT operate during a fire evacuation.

Those using the front door should evacuate to the sidewalk along Fifth Avenue. Those exiting via the back door should move to the sidewalk along N. Craig Street. Wait for the firefighters’ all-clear before reentering the building. The elevators will operate after the emergency has ended.

FOR RESIDENTS WHO ARE NOT ABLE TO WALK DOWN STEPS WITHOUT ASSISTANCE

If you cannot evacuate your apartment on your own, STAY IN YOUR APARTMENT until firefighters arrive to rescue you. In case of a true emergency, firefighters are responsible for evacuating you from your apartment to the lobby level and then outside the building.

Put the “Need Help Evacuating” magnet on the outside of your main apartment door.

USq#2 posts a list of residents who need assistance during emergency evacuations on the firefighters’ control panel. This list is posted also in the Office.

IF YOU WILL NEED ASSISTANCE DURING EMERGENCY EVACUATIONS please ask the Office Manager to ADD YOUR NAME TO THE EVACUATION ASSISTANCE LIST and indicate the kind of help you will need.

If you have a caregiver and your name is on the evacuation assistance list, let the caregiver know this. Your caregiver will then know to stay with you in the apartment until help comes.

If you have been able to walk down the steps, and suddenly become unable to do so, on a temporary or permanent basis, contact the Office Manager to add your name to the Assisted Evacuation List and to get a “Need Help Evacuating” magnet for your door. If the condition making you unable to descend the steps safely has gone away, then please remove your name from this list.

FOB (SECURITY ACCESS) DISTRIBUTION POLICY

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Amended September 2022

University Square 2 implemented a keyless entry system beginning in July 2021. This new system, known as a FOB, has a built-in identification code that is unique to each shareholder, non-shareholder resident, and registered temporary guest. For example:

- FOB #6000005 belongs to John Doe, shareholder residing in Unit 643.
- FOB #8745610 belongs to Jane Doe, listed resident in Unit 766.
- FOB #8652111 belongs to Harry Doe, temporary guest, residing in Unit 282 from July 8 to July 16.

The FOBs will be used to open all public secure doors but NOT individual apartment (unit) doors or the doors to the storage lockers or to the parklet. To ensure the safety and security of all US2 residents, the FOBs will be distributed to the following:

1. Each shareholder will receive one (1) FOB. Each registered non-shareholder resident will receive one (1) FOB.
2. A temporary guest FOB must be requested by a shareholder. Requests are made to the US2 Office. Guest FOBs are activated for a specified period of time with a beginning day and ending day. Guest FOBs are active for no more than 14 consecutive days, renewable for extenuating circumstances that must be approved by the Board of Directors.
3. A refundable holding deposit of \$30 is required for a temporary guest FOB and is returned upon surrender of the FOB.
4. Lost or stolen FOBs must be reported to the US2 Office immediately so they can be deactivated. Replacement cost for a lost or stolen FOB is \$20. There is no charge to the shareholder or registered non-shareholder resident for replacement of a defective FOB.
5. FOBs will not be provided for caretakers, day workers, contractors or non-residents. There are no exceptions to this rule. Access for anyone without a FOB will remain the same: sign in, call the desired unit using the entry system, and get buzzed in.
6. Shareholders will continue to use the large square entry key to open the parklet if it is locked and the Storage Room key that is marked with an "S".

Please note that US2 Staff is available 24 hours/day to provide access to the building if the shareholder is not able to do so.

GARBAGE DISPOSAL USE

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Amended September 2022

Please use your garbage disposal with care. Here are some helpful hints that keep our pipes clean and our disposals working properly. If you have any questions about your garbage disposal, ask the maintenance staff for help.

Tip #1: Run your garbage disposal on a **regular basis**. Even if you don't have anything to grind up, turn on the water and run the disposal every few days to move the parts around.

Tip #2: Run **cold water** – not hot – when using your garbage disposal. Cold water hardens food, making it easier for the garbage disposal to grind it up and push it out the drain pipe.

Tip #3: After your garbage disposal has finished grinding up the waste, **keep it and the water running for a minute**. You can also run cold water and a little dish soap down the drain after you've finished grinding up the waste. This will help clean out the disposal and make sure nothing remains behind or is clinging to the sides.

Tip #4: Cut waste into smaller chunks, and only put in a few pieces at a time. Otherwise, you can overwork the disposal and clog or jam it – or worse, break it altogether.

Tip #5: Soap and cold water will go a long way toward keeping your garbage disposal clean, but once in a while, toss the peel from an orange, lemon, or lime in your disposal. The peel will help clear excess waste in the disposal and eliminate any unpleasant odors.

What Not to Put in a Garbage Disposal

- **Grease or oil** can solidify inside a garbage disposal and cause clogs in the drain pipe.
- **Potato peels** contain starch which can cling to the sides of the disposal, making it difficult to flush out into the drain pipe.
- **Glass, plastic, metal, or paper** can jam or dull the blades of a garbage disposal.
- **Big bones, seeds, or pits** can also dull the blades, jam the disposal or become lodged in the drain pipe.
- **Eggshells** and **coffee grinds** can stick to the pipes and having enough of them in there could result in a clog.

REQUIRED INSURANCE COVERAGE

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Amended September 2022

To acquire the proper amount of insurance coverage for a cooperative can be confusing. It is the same policy that is used for condominiums. Your policy covers your personal property/contents in your unit and all permanent additions and alterations made to your unit on the walls, floor and ceilings, as listed below.

This would include all decorating finishes such as paint, wallpaper, mirrored walls, carpet, wood, flooring, kitchen cabinets, vanities, light fixtures, and drapes that were bought and/or installed by the unit owner or existed when the unit was purchased. As required by the Occupancy Agreement under Article 15, the unit owner should have coverage for these additions and alterations under a condominium unit owner insurance policy.

A typical Condominium Policy has two (2) sections: Section I is for Property Coverage and Section II is for Liability Coverage.

Section I: It is under the coverage for the dwelling that the unit owner can provide coverage for additions, alterations, improvements and betterments that are made to their unit, including paint, wallpaper, carpeting, wood flooring, cabinetry, etc., that becomes a permanent part of the structure. The Personal Property section provides coverage for the movable contents of the unit, such as furniture, clothing, desks, utensils, TVs, stereos, etc.

Section II is for Liability. You should discuss with your agent the limit of liability coverage you should have that would provide coverage for losses you may cause by water or fire that damage other units, and/or the common areas of the building. It also provides coverage for your actions that cause damage to persons or property, both on and off your unit's premise.

The typical condominium/cooperative policy provides a minimum limit of \$5,000 for the dwelling. The insured/unit owner needs to request his/her agent or insurance company to increase the limit by whatever amount is needed to cover the value of their alterations. Also, if you have any item(s) of value stored in your storage locker, make certain that your agent knows this so those stored items are insured.

You should review your policy periodically with your insurance agent to discuss any changes of increased value of your personal items or any other necessary changes to the policy that may be needed.

Insurance policies can be obtained from any local Independent Insurance Agency, State Farm or Allstate agent.

When to File an Insurance Claim

Whether you sustain damage in your apartment from a problem originating in another apartment or if you cause damage to another apartment, the procedure to follow is the same; contact your insurance company to file a claim.

The insurance company of the shareholder causing the damage should cover any and all losses of the shareholder sustaining damages. However, if necessary to recover the losses, and insurance company of the affected shareholder will subrogate against the shareholder causing the damage through his insurance company, whether due to negligence or not.

If the damage sustained in your apartment is the responsibility of the Corporation, the Corporation will file a claim with its master insurance company to cover certain damages in the shareholder's unit. There are items that the master insurance company may not totally cover. In that case, the shareholder will be directed to file a claim with his insurance company. The Corporation's commercial package policy provides coverage for the exterior building walls, floors, and roof and the common elements that are owned by University Square No.2, Inc. Coverage is based on the "bare wall" concept, which means that the policy coverage extends to the unfinished plastered bare wall and interior surfaces of the floor, walls and ceilings of each unit. The Corporation will repair and/or replace damage to the outside plaster board wall, including the boundary walls and ceilings between units.

Air conditioning units are owned by the shareholder and, as such, are the sole responsibility of the shareholder. If any air conditioning unit leaks into another unit, both the shareholder of the unit causing damage and the shareholder of the unit sustaining the damage should file a claim with their respective insurance companies.

If a vehicle is damaged by a garage valet, the Corporation will file a claim with its master insurance company. Any loss of personal items from a vehicle parked inside the garage or in the outside lots must be recovered through the insurance of the shareholder. The Corporation is not responsible for the loss of items in a vehicle.

LAUNDRY ROOM RULES

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We are fortunate to have six coin-free washers and dryers for our use in the building. Please be considerate of other shareholders when using this limited number of washers and dryers. If you leave the laundry room while your laundry is in the washer or dryer, please consider setting a timer in your unit or leaving a note on the machine, so you can be contacted if you forget to remove items in a timely fashion.

1. Limit usage to two (2) washers and two (2) dryers per apartment.
2. Clean dryer lint traps and washers. Leave lids up or doors open on the machines after you are finished using them.
3. Promptly remove clothes from washers and dryers after usage.
4. Laundry equipment use is for shareholders only. Non-shareholders are prohibited from using the laundry facility for personal use.
5. Do not overload washers and dryers.
6. Remove all items from your clothing before placing them in the washer. Loose items not removed have caused damage to the machines resulting in charges for service calls.
7. REPORT ANY EQUIPMENT PROBLEM IMMEDIATELY by noting the problem on the laundry room bulletin board for the maintenance staff.
8. Notify the Facilities Manager and office immediately if there is a water leakage from a washer. *This is a safety issue.*

MAINTENANCE RESPONSIBILITIES

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Amended September 2022

This table delineates between responsibilities of the Corporation and the Shareholder. If a shareholder has any questions or concerns, refer to the Occupancy Agreement, Article 10.

	Paint	Clean & Maintain	Repair	Replace
Brick and Foundation	(N/A)	Corporation	Corporation	Corporation
Common Areas/Components/Equipment	Corporation	Corporation	Corporation	Corporation
Convactor Heating Units	(N/A)	Corporation	Corporation	Corporation
Downspouts	(N/A)	Corporation	Corporation	Corporation
Entry Door Locks (Unit) - Standard	(N/A)	Corporation	Corporation	Corporation
Extermination/Pest Control	(N/A)	Corporation	Corporation	Corporation
Garage Doors	Corporation	Corporation	Corporation	Corporation
Garbage Disposals and Dishwashers	(N/A)	Corporation	Corporation	Corporation
Gas/Water/Sewer Lines (Servicing Unit)	(N/A)	Corporation	Corporation	Corporation
Grass Cutting, Landscaping, Watering	(N/A)	Corporation	Corporation	Corporation
Gutters	(N/A)	Corporation	Corporation	Corporation
Laundry Room and Washers/Dryers	(N/A)	Corporation	Corporation	Corporation
Parklet Maintenance	(N/A)	Corporation	Corporation	Corporation
Roof	(N/A)	Corporation	Corporation	Corporation
Roof, Vents and Chimneys	(N/A)	Corporation	Corporation	Corporation
Smoke Detectors	(N/A)	Corporation	Corporation	Corporation
Standard Plumbing/Electrical/Heating	(N/A)	Corporation	Corporation	Corporation
Windows and Doors Caulking	(N/A)	Corporation	Corporation	Corporation
Balcony - Storm Doors (Standard)	(N/A)	Shareholders	Corporation	Corporation
Balcony - Storm Doors (Non-Standard)	Shareholders	Shareholders	Shareholders	Shareholders
Balcony - Structure and Railings	Corporation	Shareholders	Corporation	Corporation
Balcony - Window Washing/General Cleaning/Drains	(N/A)	Shareholders	(N/A)	(N/A)
Cable/Internet/Phone and Lines (Servicing Unit)	(N/A)	Shareholders	Shareholders	Shareholders
Circuit Breaker Box Located in Units	(N/A)	Shareholders	Shareholders	Shareholders

Decorating/Floors/Walls/Ceilings	Shareholders	Shareholders	Shareholders	Shareholders
Entry Door Locks (Unit) - Non-Standard	(N/A)	Shareholders	Shareholders	Shareholders
Fire Alarm Supplements	(N/A)	Shareholders	Shareholders	Shareholders
Heating and Electrical Equipment - Non-Standard	(N/A)	Shareholders	Shareholders	Shareholders
Kitchen Range, Refrigerator and Microwave	(N/A)	Shareholders	Shareholders	Shareholders
Light Fixtures and Bulbs in Unit	(N/A)	Shareholders	Shareholders	Shareholders
Plumbing Fixtures, Standard and Custom	(N/A)	Shareholders	Shareholders	Shareholders
PTAK (AC) Units and Related Plumbing	(N/A)	Shareholders	Shareholders	Shareholders
Supply lines to Sinks, Lavatories/Tubs/Toilets	(N/A)	Shareholders	Shareholders	Shareholders
Window Treatments	(N/A)	Shareholders	Shareholders	Shareholders
Windows and Screens	(N/A)	Shareholders	Corporation	Corporation



Monthly Carrying Charges vary by unit. Contact the Office Manager for exact payment.

WAYS TO PAY:

Online Payment Via eCheck or Credit Card

What you will need to do:

- Go to RjC Management website and search University Square 2.
- Click the **Alliance Bank logo**.
- Create an account to make recurring payments or select a one-time payment option.
 - A. Credit card payments (A convenience fee will be charged to you)
 - B. eCheck payments (Free)

The following information will be needed:

- Management Company ID: 745
- Association ID: 226
- Unit Account Number: 10-digit number provided by RjC

For Recurring Payments: You will need to create an account, then “Setup Scheduled Payments” from the member dashboard.

US Mail / Lockbox

What you will need to do:

For Personal Check/ Money Order

- A payment coupon must accompany your check or money order and sent to the lockbox in Las Vegas. (Coupon books can be ordered online on the website.)
- Mail to the address on the coupon.

For Your Bank's Online Pay

- Submit check payments through your own bank's online bill pay system.
- Using the information below, set up the association as a payee in your bank's online bill pay system. Make sure your 10-digit Unit Account Number provided by RjC is entered.

University Square 2

c/o: Rj Community Mgt. Processing Center

P.O. Box 97233

Las Vegas, NV 89193-7233

PARKING POLICIES

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Amended September 2022

Visitors parking a vehicle in our lot need to sign in and out in the back hall when they visit unless the shareholder has made arrangements with the office for long-term parking (longer than 2 weeks).

Parking is limited to two (2) contractor vehicles per apartment at any one time. Other vehicles must use street parking. Valet on duty will assist contractors and sub-contractors as to where to park.

Indoor parking for shareholders is by Valet only. You must provide a duplicate key to the staff to be used to move your car. Keys are kept secure in the valet's office. Shareholders are NOT permitted to drive their own cars in and out of the garages, the exception of the receiving garage (#2).

There are limited leased parking spots in the outdoor side lot, assigned on a first-come, first-served basis. Each resident is limited to one leased vehicle. Within 15 days of closing, new shareholders will need to sign a lease for parking if they have vehicles parked on a regular basis while they do renovations, whether they have moved in or not.

To ensure that there are always spaces for guests, the valets may move any shareholder's car to the garage after one (1) hour. If you are going back out, coordinate with the valet, as to when you will need your car again. If there is room it may be able to stay in the visitor's lot or in the receiving garage (#2).

Please advise your guests to park in the back lot. The outdoor lot beside the driveway is leased by shareholders. Contractors are asked to park in the driveway or back parking lot. All contractors and visitors must sign-in when entering the building and sign-out upon leaving.

Remote controls for Garage #2 are available through the office for shareholders with indoor leases and must be turned in when selling the unit.

University Square No. 2, Inc. garage valets have a cell phone, which allows for a quick response to valet requests. When calling the valet for your car, remember to allow approximately fifteen (15) minutes prior to the time you actually need your car brought up from the garage. Because of the large number of vehicles parking in our lot and receiving garage (#2), shareholders need to remove cars promptly after the valet has brought them from the garage.

The receiving garage is not a permanent parking garage for a shareholder's car. Cars may be requested to be put in the receiving garage overnight when a shareholder plans to leave first thing in the morning.

**PROCEDURES TO LIST & SELL AN APARTMENT
AT UNIVERSITY SQUARE NO. 2, INC.**

University Square No. 2, Inc. requires that the AGENT provide to University Square No. 2, Inc. the following:

1. If the listing is an ESTATE, University Square No. 2, Inc. needs a copy of the legal documents for proof of executor/executrix (short certificate) prior to the closing, OR legal power of Attorney prior to closing.
2. If an ESTATE, proof given to our Attorney prior to the closing that the PA Inheritance Tax Forms have been prepared and paid OR submit a letter from the Estate Attorney stating that the taxes will be paid.
3. The signed University Square No. 2, Inc. Purchase and Sales Agreement with original signatures.
4. Buyer has made a hand-money deposit of 10% of the sale price, with a copy of the check attached to the Purchase and Sales Agreement.
5. Buyer has submitted to University Square No. 2, Inc. the Credit Application, along with a check for the required fee of \$250. (Check to be made out to University Square No. 2, Inc.) Allow 2-3 weeks for this process to be completed.
6. That the seller has the original Stock Certificate, which must be turned over to our Attorney at the closing.
7. As soon as you have a signed agreement, the listing agent must call RjCommunity Management, Inc. for a Certificate of Resale. This is a \$150 charge as part of the seller's closing cost.
8. If the buyer intends to apply for a mortgage/share loan through Nextier Bank, the Corporation Office must be notified of the buyer's intent.

If any of the above items are not complete, University Square No. 2, Inc. will not transfer the new Stock Certificate nor allow the closing to take place.

Once the prospective buyer's confidential Credit Application is approved by the Financial Committee, University Square No. 2, Inc. will contact its Attorney to schedule the closing. The closing will take place in the meeting room in the Office.

RENOVATION GUIDELINES for SHAREHOLDERS

Amended September 2022

These guidelines apply to all shareholders who undertake substantial renovations to their units, such as, but not limited to, a total renovation (gutting the unit). The above work does not apply to shareholders who are only doing minor remodeling projects, such as painting, installing new carpeting/flooring, etc.

Shareholders must submit a detailed written plan to be reviewed with the Facilities Manager, including the scope of work, the proposed commencement date and an estimate of the time the renovation will take.

All contractors must provide to the Corporation all proof of insurance, including liability and workmen's compensation insurance. Your contractor(s) can email these documents to usq2office@gmail.com or fax them to 412-683-9911.

It is the responsibility of all contractors to obtain any needed building, electric, and plumbing permits from the City of Pittsburgh and the Allegheny County Health Department.

In case of damages caused by the renovation to any common areas of the building or other units, the shareholder having the work done shall be responsible for the cost of complete and timely repairs. The Corporation reserves the right, if necessary, to make the repairs at the shareholder's expense.

No work shall cause undue disturbance to other shareholders and all work shall be performed Monday through Friday, 8:30 am to 5 pm. No work shall be performed on Saturdays, Sundays, or holidays. Observed holidays will include the following: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. On other celebrated holidays, such as religious holidays, shareholders are asked to be respectful of others by only having quiet work done.

The Office will email residents and post signs in the building as to when major construction work will be proceeding on a particular floor, at least one (1) week prior to the beginning of the work, or when water or electricity will be shut off.

The Board of Directors may request a meeting with a shareholder if their contractor is not following these guidelines and the contractor may not be given permission to enter the building until the problems are resolved. The Board may also request an update after four (4) months to review progress.

The University Square #2 staff cannot and will not provide or lend tools to any contractors. They are not permitted to help any contractor working in a shareholder's unit.

At no time shall the contractor(s) or anyone employed by a shareholder be considered an employee of University Square #2.

SHAREHOLDER VOTING INFORMATION 12

Amended by Advisory Committee July 2021

Directors are elected annually to 3-year terms on the Corporation's 5-member Board; 2 directors one year, 2 the following year, and 1 the next.

When an election for seats on the Board of Directors is held at an Annual Meeting, a shareholder may vote in any one of three ways:

1. attend the meeting and vote in person;
2. designate the Corporation as your proxy; or
3. designate another person to vote by proxy for you.

A shareholder may appoint any person as a proxy; however, no individual may have the proxy of more than one shareholder. (e.g., Joe Proxy can't receive the ballot for Mr. Shareholder in Apt. 145 and Ms. Shareholder in Apt. 927 and vote in their absence.) If your stock certificate is held jointly, both shareholders must sign the proxy form authorizing someone to vote in their absence. You may withdraw your proxy if you find you can be present at the meeting.

According to Article II, Section 10 of the Bylaws, a shareholder's number of votes is equal to their number of shares times the number of vacancies to be voted on. When there are two vacancies, you will have two (2) times your shares to distribute among the candidates. You can cast all your votes for one candidate or divide your total as you choose. The two candidates receiving the highest number of votes shall be elected.

*Mr. Shareholder in Apt. 145 has
30 shares (60 votes):*

 30 Candidate "A"
 30 Candidate "B"
 Candidate "C"

*Mrs. Shareholder in Apt. 349 has
40 shares (80 votes):*

 Candidate "A"
 Candidate "B"
 80 Candidate "C"

*Ms. Shareholder in Apt. 927 has
50 shares (100 votes):*

 30 Candidate "A"
 70 Candidate "B"
 Candidate "C"

Candidate "A" has 60 votes
Candidate "B" has 100 votes
Candidate "C" has 80 votes

Candidates "B" and "C" would be elected to the two open positions on the Board.

