



**CITY OF BEND**  
HOUSING

City Hall  
710 NW Wall Street  
Bend, OR 97703

**MAILING ADDRESS**

PO Box 431  
Bend, OR 97709

February 23, 2026

Scott Jones  
Executive Director

**PHONE**

541-323-8550  
Relay Users Dial 7-1-1

Central Oregon Villages  
680 NE Bond St. Bend, OR. 97703

**WEB**

[bendoregon.gov/housing](http://bendoregon.gov/housing)

Dear Scott,

Thank you for your HB 3395 application and for continuing to offer support to our community by expanding shelter capacity. The City is pleased to offer a conditional approval of your shelter under ORS 197.782 and ORS 197.783 (HB 3395 (2023)).

**MAYOR**

Melanie Kebler

This approval of the emergency shelter siting application under ORS 197.782 and ORS 197.783 (HB 3395 (2023)) is conditioned on the applicant securing all building permits and meeting any other City requirements. The enclosed memorandum outlines the City's review of the application, which is based on materials submitted by the applicant and criteria in ORS 197.782 and ORS 197.783. This memo is not to be considered a general approval or authorization of the applicant's operations. The applicant is advised to perform its own due diligence to ensure that its operations will comply with all applicable laws, regulations, and standards. Divergence from the plans and materials submitted by the applicant may be grounds for revocation of this approval.

**MAYOR PRO TEM**

Megan Perkins

**CITY COUNCILORS**

Ariel Méndez  
Gina Franzosa  
Megan Norris  
Mike Riley  
Steve Platt

**CITY MANAGER**

Eric King

We appreciate the work you do for our community and wish you the best of luck in this next endeavor.

Sincerely,

Signed by:  
  
E252C846657E4D8...

Eric King

City Manager

[eking@bendoregon.gov](mailto:eking@bendoregon.gov)



**Accommodation Information for People with Disabilities & Language Assistance Services**



You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please email [accessibility@bendoregon.gov](mailto:accessibility@bendoregon.gov) or call 541-693-2198. Relay Users Dial 7-1-1. All requests are subject to vendor processing times and should be submitted 48-72 hours in advance of events.

**Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad**

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto en correo electrónico [accessibility@bendoregon.gov](mailto:accessibility@bendoregon.gov) o número de teléfono 541-693-2198. Los usuarios del servicio de retransmisión deben marcar el 7-1-1. Por favor, envíe sus solicitudes con 48-72 horas de antelación al evento; todas las solicitudes están sujetas a los tiempos de procesamiento del proveedor.



CITY OF BEND

City Hall  
710 NW Wall Street  
Bend, OR 97703

# MEMORANDUM

**To:** Eric King, City Manager

**From:** Brook O'Keefe, Houseless Services Coordinator

**Date:** February 19, 2026

**Re:** Central Oregon Villages Emergency Shelter Siting Application

Under ORS 197.782 and ORS 197.783, local governments are required to approve applications for the development of land for shelter that meet certain requirements, unless:

"at the time of filing, the most recently completed point-in-time count, as reported to...[HUD]...indicates that the total sheltered and unsheltered homeless population was less than .18 percent of the state population, based on the latest estimate from the Portland State University Population Research Center." ORS 197.783(6)

On the date of the application, January 5, 2026, the number of persons experiencing houselessness in the State of Oregon exceeded 0.18% of the population. Therefore, the City of Bend is required to approve an application for emergency shelter siting that meets the criteria of the bill.

Central Oregon Villages (COV) is a non-profit organization operating one temporary outdoor emergency shelter and multiple Safe Parking sites in Bend. This application is for improvements to and expansion of their location at 62030 Dean Swift Rd. Bend, OR. 97701. This location was previously as Safe Parking under Chapter 4.10 of the Bend Municipal Code and is currently operational. The requirements for this statute and a brief analysis of how the COV proposal meets each is outlined in this memo.

***(1) a local government shall approve an application for the development or use of land for an emergency shelter...if the emergency shelter:***

*(a) "Includes sleeping and restroom facilities for clients*

An "emergency shelter" is defined as a "building or cluster of buildings that provides shelter on a temporary basis for individual and families who lack permanent housing." ORS 197.782(1).

COV's application proposes improvements and expanded services which will increase bed capacity from 6 beds up to 15 beds. The site plan shows 10 individual sleeping units and shared restroom facilities. This requirement is met.

*(b) will comply with all applicable building codes*



The applicant self certifies that the facilities will comply with all applicable building codes. The applicant has not submitted for any permits, but is scheduled to meet with the Building Safety division on January 29<sup>th</sup>. Additionally, the Building Official has acknowledged that it is reasonably likely that the proposed shelter can meet all applicable building code requirements. This requirement is met.

*(c) is located inside the urban growth boundary*

The shelter is located at 62030 Dean Swift Rd., Bend, OR. 97701, which is within the City of Bend Urban Growth Boundary.

*(d) will not result in the development of a new building that is sited within an area designated under a statewide planning goal relating to natural disasters and hazards, including flood plains or mapped environmental health hazards, unless the development complies with regulations directly related to the hazard*

This site is not located within an area designated under a statewide planning goal related to natural disasters and hazards.

*(e) has adequate transportation access to commercial and medical services*

The shelters are located .3 miles from a Cascade East Transit (CET) stop, which runs Monday-Saturday and connects to Hawthorne Station which allows riders to connect to routes throughout the city, region, and state. Those who are disabled or are low-income seniors may also be eligible for CET's Dial-A-Ride program. Additionally, the site is located within one mile of multiple grocery stores and retail centers and within two miles of medical facilities. This requirement is met.

*(f) will not pose any unreasonable risk to public health and safety*

The applicant self certifies that the facility will not pose unreasonable health and safety issues and that the facility will comply with applicable building codes and provide access to emergency services and commercial/medical services. Bend Fire Department has confirmed that emergency vehicles can safely access the site. The Building Official has confirmed that it is reasonably likely the proposed facilities can meet building code requirements. This requirement is met.

**(2) An emergency shelter must be operated by:**

*(a) A local government as defined in ORS 174.116;*

*(b) An organization with at least two years' experience operating an emergency shelter using best practices that is*

*(A) A local housing authority as defined in ORS 456.375;*

*(B) A religious corporation as defined in ORS 65.005; or*



- (C) *A public benefit corporation, as defined in ORS 65.001 whose charitable purpose includes the support of homeless individuals, that has been recognized as exempt from income tax under section 501(a) of the Internal Revenue Code for at least three years before the date of the application for a shelter; or*
- (c) *A nonprofit corporation partnering with any other entity described in this subsection.*

The applicant selected non-profit organization on their application, requiring partnership with another organization. City of Bend staff reviewed COV's business registration with the Oregon Secretary of State and their IRS 501(c)(3) records and found that their entity type is more appropriately categorized as a public benefit corporation (ORS 197.793(2)(b)(C)), which does not require another organization's partnership. COV registered with the Oregon Secretary of State (OR SOS) as a public benefit non-profit corporation, authorized under ORS 65.001, and was granted 501(c)(3) status, authorized under section 501(a) of the Internal Revenue Code in June 2021. COV's purpose, as shown on the OR SOS Amended Annual Report (June 2025) for business registration, includes support for homeless individuals. COV has been operating emergency shelter using best practices since June 2023. This requirement is met.

**(3) An emergency shelter approved under this section:**

- (a) *May provide on-site for its clients at no cost to the clients:*
- (A) *Showing or bathing;*
  - (B) *Storage for personal property;*
  - (C) *Laundry facilities;*
  - (D) *Service of food prepared on-site or off-site*
  - (E) *Recreation areas for children and pets;*
  - (F) *Case management services for housing, financial, vocational, educational, or physical or behavioral health care services; or*
  - (G) *Any other services incidental to shelter*

COV's application for emergency shelter siting outlined the following additional services which will be provided, including:

- Case management and housing navigation services
- Referrals for behavioral health, medical care, and substance use treatment
- Hygiene supplies
- Meals and food
- Storage for belongings
- Kitchen facilities
- Laundry facilities
- Showering facilities
- Communal spaces



This requirement is met.

**(4) An emergency shelter approved under this section may also provide additional services not described in subsection (3) of this section to individuals who are transitioning from unsheltered homeless status. An organization providing services under this subsection may charge a fee of no more than \$300 per month per client and only to clients who are financially able to pay the fee and who request the services.**

In an email following submission of the application for emergency shelter siting, COV confirmed that no fee will be required of participants. This requirement is met.

**(5) The approval or denial of an emergency shelter under this section may be made without a hearing. Whether or not a hearing is held, the approval or denial is not a land use decision...**

Although no hearing is required, the application was made available for public review on the City of Bend's website on February 3, 2026. This application and its approval are not a land use decision.

This application is recommended for approval. The approval of this application will be conditional until all necessary building permits are secured and inspections are performed, demonstrating compliance with building codes. If the site discontinues use as an emergency shelter, all new facilities authorized under this application shall be removed and any pre-existing facilities.



### Application for Emergency Shelter Siting

ORS 197.782 *et seq.*, requires local governments to approve applications for development of land for emergency shelter if certain conditions are met. This emergency shelter siting provision was first adopted under HB 4212 (2020), and amended by HB 2006 (2021) and HB 4051 (2022), and made permanent by HB 3395 (2023).

To apply for emergency shelter siting, please complete this application and email it with attachments to [bokeefe@bendoregon.gov](mailto:bokeefe@bendoregon.gov).

Name of Applicant Organization: *Central Oregon Villages*

Name of Person completing application: *Scott Jones*

Contact Address: *680 NW Bond St, Bend OR 97703*

Phone Number: *541-350-8459* Email address: *scott@centraloregonvillages.org*

If operator is different from applicant organization:

Name of shelter operator:

Contact Address:

Phone Number:

Email address:

Anticipated date of opening of emergency shelter: *1-15 / 2026*

Applicant Status:

- Local government
- Housing Authority
- Public benefit corporation (attach copy of incorporation documents showing charitable purpose including support of homeless individuals and show tax exempt status granted prior to Jan. 1, 2018)
- Non-Profit (If selected, also select partner entity type below)
  - Local government
  - Housing Authority
  - Public benefit corporation

Does your organization have at least 3 years of experience operating an emergency shelter?  
 Yes  No

Do you have a pending building permit application?  Yes  No

Permit number(s):

Is this new construction?  Yes  No

Does the proposed shelter contain sleeping and restroom facilities for clients?  Yes  No

Provide narrative statement answering the following questions:





### Application for Emergency Shelter Siting

1. How previous shelter operations demonstrate "best practices for operating an emergency shelter."
2. Other services to be provided onsite, including number of people anticipated to be served, general site layout details, plans for sanitation, garbage, health and safety and description of access to transportation and services.
3. How the proposal meets all requirements of Section 3 of HB 3395. If you do not provide sufficient information for the City to determine if all requirements will be met, the City may not deem your application complete until sufficient information is submitted. Any approval is contingent on issuance of a valid building permit, if required, and the facility meeting applicable building code.

#### List of attachments:

1. Diagram of the facility indicating sleeping and restroom areas, and areas for other services identified in narrative statement.
2. Site Plan showing the building location, including access for emergency vehicles and clients and existing water and sewer connections, or intended locations if these systems are not currently connected on site, and other relevant information.
3. Email or other correspondence from Bend Fire Department indicating that emergency vehicles can safely access the proposed site. Inquiries to the Fire Department should be directed to Deputy Fire Chief of Fire Prevention Jason Bolen at [jbolen@bendoregon.gov](mailto:jbolen@bendoregon.gov) or (541) 322-6308.
4. Building Division acknowledgment that there has been a discussion and it is reasonably likely that the proposed shelter(s) can meet building code after further discussion. Inquiries should be directed to Building Division Manager Joe McClay at [jmccclay@bendoregon.gov](mailto:jmccclay@bendoregon.gov) or (541) 693-2145.
5. If land is not owned by applicant, a statement from the property owner and/or the lease document that shows agreement with the planned use.
6. Shelter capital and operations budget, including descriptions of funds that have been secured, applied for, and any needed funds not yet secured.

#### Self-certification – I certify that:

- I will ensure compliance with applicable building codes and provide copies of any applicable building permit approvals associated with this application.
- This facility will not pose unreasonable health and safety issues
- This facility will be providing adequate access to emergency services and for residents to access commercial/medical services.

Sign here: \_\_\_\_\_

Date: 12-30-2025



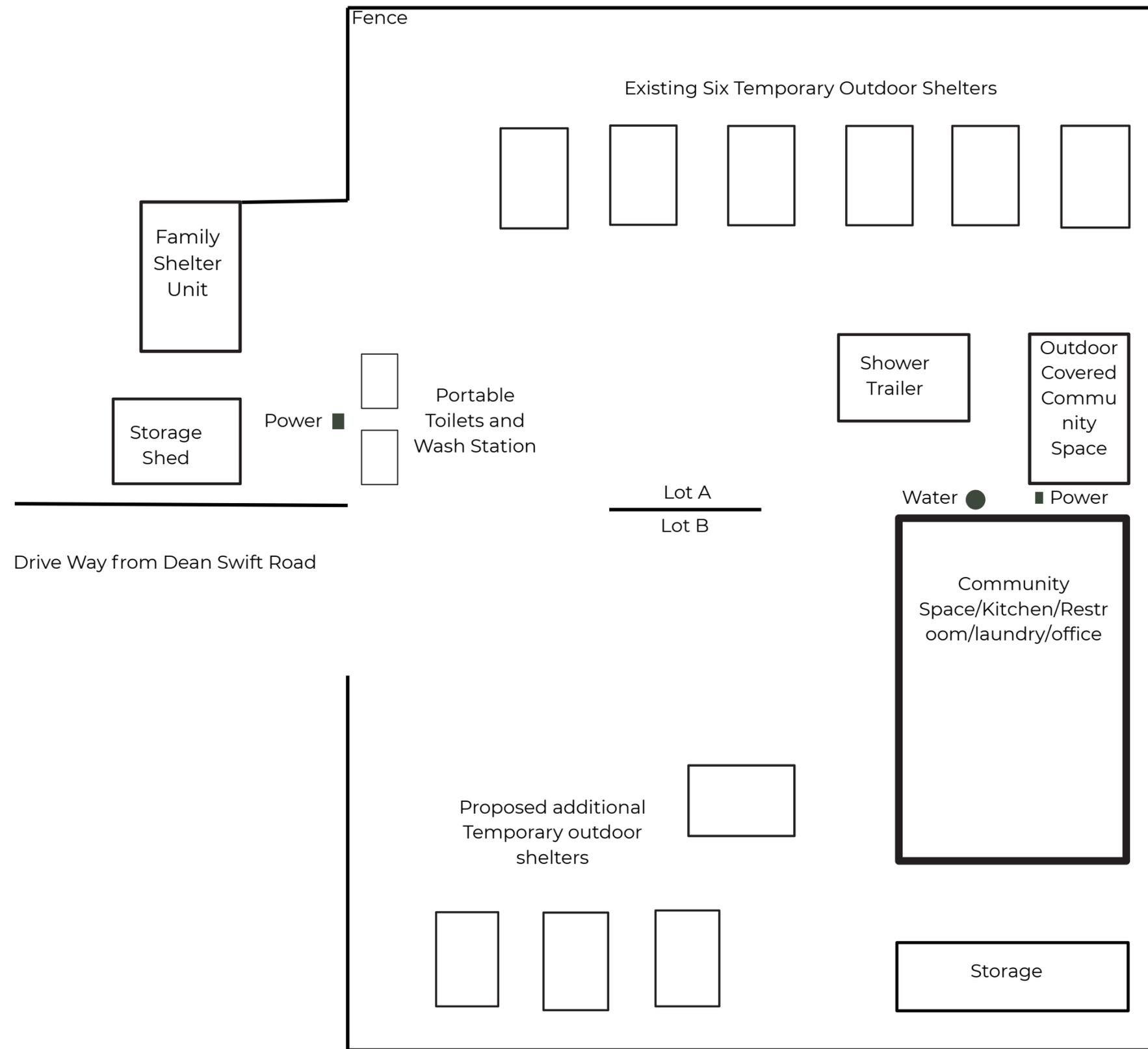
#### Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. Please contact Brook O'Keefe at [bokeefe@bendoregon.gov](mailto:bokeefe@bendoregon.gov) or 541-388-5544. Relay Users Dial 7-1-1.



1. Central Oregon Villages has a demonstrated track record of operating one emergency shelter site since 2022 in Bend, Oregon. Our work reflects nationally recognized and locally supported best practices. Our prior and current shelter operations emphasize safety, dignity, accountability, and neighborhood compatibility. These practices have contributed to stable operations, positive outcomes for participants, and constructive relationships with our communities.
  - a. Key best practices demonstrated include:
    - i. **Onsite staffing and oversight:** Trained staff are present during operational hours to provide supervision, coordinate services, and respond to safety or behavioral concerns.
    - ii. **Clear policies and procedures:** All shelter sites operate under written rules of conduct, intake protocols, and emergency response procedures.
    - iii. **Trauma-informed approach:** Staff are trained to work with individuals experiencing homelessness with an emphasis on respect, de-escalation, and harm reduction.
    - iv. **Coordination with community partners:** We collaborate with local service providers, healthcare partners, and public safety agencies to ensure appropriate referrals and rapid response when needed.
    - v. **Good-neighbor practices:** We maintain open communication with nearby neighbors and businesses, provide a point of contact for concerns, and address issues promptly to minimize impacts on the surrounding area.
2. The Dean Swift location will provide both emergency shelter and supportive services similar to our current Benson Way location designed to meet basic needs while helping participants stabilize and connect to longer-term housing and services.
  - a. **Anticipated Services and Capacity**
    - i. Emergency shelter accommodations for approximately **11-15** individuals (This could include families).
    - ii. Case management and housing navigation services.
    - iii. Connections to behavioral health, medical care, and substance use treatment through partner agencies.
    - iv. Access to basic necessities including hygiene supplies, meals or food distribution, and storage for personal belongings.
  - b. **General Site Layout**
    - i. Individual temporary outdoor units with clear walkways and visibility.
    - ii. Central common areas for services, meetings, and staff operations.
    - iii. Clearly designated entry/exit points to manage access and safety.

- iv. Access to kitchen, restroom, shower, and laundry facilities.
  - c. **Sanitation, Garbage, Health, and Safety**
    - i. Adequate restroom and handwashing facilities consistent with public health guidelines.
    - ii. Regular trash and recycling service with secured containers.
    - iii. Routine site cleaning and maintenance.
    - iv. Fire safety measures, lighting, and emergency access routes.
    - v. Established protocols for medical emergencies, extreme weather, and other critical incidents.
  - d. **Transportation and Access to Services**
    - i. The site is accessible to public transportation or shuttle services, allowing participants to reach employment, medical appointments, and social services.
    - ii. Proximity to community services and coordinated transportation assistance for individuals with mobility or health needs.
3. The proposed expansion of the Dean Swift shelter is designed to meet all applicable requirements of **Section 3 of HB 3395**. Central Oregon Villages is committed to full compliance with state law and local regulations governing emergency shelters.
- a. Specifically, the proposal addresses the following requirements:
    - i. The shelter qualifies as an emergency shelter as defined under state law.
    - ii. The facility will operate with appropriate management, staffing, and written policies governing use, safety, and conduct.
    - iii. The shelter will meet all applicable siting, spacing, and operational standards required by HB 3395.
    - iv. Any necessary **building permits** will be obtained prior to operation, and all structures will comply with applicable building and fire codes.
    - v. The site will meet health and safety standards and will not impose unreasonable impacts on surrounding uses.
    - vi. The organization will coordinate with local agencies as required and respond promptly to City requests for information or inspection.



## Brook Okeefe

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**From:** Jason Bolen  
**Sent:** Wednesday, January 21, 2026 2:53 PM  
**To:** Brook Okeefe  
**Subject:** RE: Emergency Shelter Siting Application - Central Oregon Villages Dean Swift

Brook,

Yes, Bend Fire & Rescue could access the proposed additional temporary outdoor shelters as presented.

Sincerely,

**Jason H. Bolen**  
Deputy Chief – Fire Marshal  
Bend Fire & Rescue  
541-322-6308



***“Our family, protecting yours.”***

*Please Note: I recognize that each of us work in unique and different ways and I fully respect your time. While I have sent this email at a time that works for me, I do not expect that you will read, respond, or take action on this outside of your normal work hours.*

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**From:** Brook Okeefe <bokeefe@bendoregon.gov>  
**Sent:** Wednesday, January 21, 2026 2:45 PM  
**To:** Jason Bolen <jbolen@bendoregon.gov>  
**Subject:** Emergency Shelter Siting Application - Central Oregon Villages Dean Swift

Good afternoon!

I am reviewing an application from Central Oregon Villages for emergency shelter siting at 62030 Dean Swift Rd. Bend, OR. 97701. This site is currently operating as Safe Parking. The application is to expand and increase services at the site.

The application requires “acknowledgement that emergency vehicles can safely access the proposed site.” I have attached the application for reference.

Are you able to provide this confirmation?

Thank you!



**CITY OF BEND**

**Brook O'Keefe**  
**HOMELESS SERVICES COORDINATOR**

*Housing*

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My Pronouns: She, Her, Hers ***Why Pronouns?***

Office: 541-388-5544

**[bendoregon.gov](http://bendoregon.gov)**



## Brook Okeefe

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**From:** Joseph McClay  
**Sent:** Friday, January 30, 2026 11:29 AM  
**To:** Brook Okeefe  
**Cc:** Lori Davison  
**Subject:** RE: Emergency Shelter Siting Application - Central Oregon Villages

Hi Brook,

I'm hoping this email can serve as documentation from the COB Building Official that: "Yes. There has been a discussion and it is reasonably likely that the proposed shelter(s) can mee the building code." Let me know if you need something more City Official on letterhead with project specific details?

Thanks,



**Joseph D. McClay**  
**BUILDING SAFETY DIVISION MANAGER/BUILDING OFFICIAL**

*Community Development/Building Safety Division*

Office: 541-693-2145

[bendoregon.gov](http://bendoregon.gov)



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**From:** Brook Okeefe <[bokeefe@bendoregon.gov](mailto:bokeefe@bendoregon.gov)>  
**Sent:** Thursday, January 29, 2026 4:01 PM  
**To:** Joseph McClay <[jmccclay@bendoregon.gov](mailto:jmccclay@bendoregon.gov)>  
**Subject:** RE: Emergency Shelter Siting Application - Central Oregon Villages

Hi Joe,

I just wanted to pop this to the top of your inbox. Are you able to acknowledge that "there has been a discussion and it is reasonably likely that the proposed shelter(s) can mee the building code after further discussion?"

Thanks!

**Brook O'Keefe**  
**HOMELESS SERVICES COORDINATOR**  
*Housing*

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My Pronouns: She, Her, Hers [Why Pronouns?](#)

Office: 541-388-5544

[bendoregon.gov](http://bendoregon.gov)



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**From:** Brook Okeefe  
**Sent:** Wednesday, January 21, 2026 2:37 PM  
**To:** Joseph McClay <[jmccclay@bendoregon.gov](mailto:jmccclay@bendoregon.gov)>  
**Subject:** Emergency Shelter Siting Application - Central Oregon Villages

Hi Joe,

I am reviewing an application from Central Oregon Villages for emergency shelter siting at 62030 Dean Swift Rd. Bend, OR. 97701. This site is currently operating as Safe Parking. The application is to expand and increase services at the site. They are scheduled to meet with Lori to discuss code requirements for conversion from Safe Parking to shelter next week.

The emergency shelter siting application requires "Building Division acknowledgement that there has been a discussion and it is reasonably likely that the proposed shelter(s) can meet building code after further discussion."

I have attached their application here for review. Are you able to provide this confirmation?

Thank you.



**Brook O'Keefe**  
**HOMELESS SERVICES COORDINATOR**

*Housing*

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My Pronouns: She, Her, Hers [Why Pronouns?](#)

Office: 541-388-5544

[bendoregon.gov](http://bendoregon.gov)



## Brook Okeefe

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**From:** Scott Jones <scott@centraloregonvillages.org>  
**Sent:** Friday, January 30, 2026 4:43 PM  
**To:** Brook Okeefe  
**Subject:** Re: DRAFT - Emergency Shelter Application - Dean Swift Location  
**Attachments:** Dean Swift Project Budget.xlsx

Hi Brook,

We will not be charging our participants. I have attached a simple budget for Inital costs and ongoing operations. Please let me know if you need anything more specific.

Thank you!  
Scott

**Scott Jones** (he.him)  
QMHA-1, CADC-1, PSS, CHW  
**Executive Director**  
Central Oregon Villages  
Bend, Oregon  
**541-649-2618**

On Thu, Jan 29, 2026 at 3:45 PM Brook Okeefe <[bokeefe@bendoregon.gov](mailto:bokeefe@bendoregon.gov)> wrote:

Hi Scott,

As a follow up to our meeting today, I just wanted to pop this to the top of your inbox.

Thanks!



**CITY OF BEND**

**Brook O'Keefe**

**HOMELESS SERVICES COORDINATOR**

*Housing*

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	Monthly	Yearly
Lease	\$3,600.00	
Power	\$250.00	
Portable Toilets	\$400.00	
Water	\$60.00	
Operations	\$3,000.00	
	\$7,310.00	\$87,720.00

# LEASE AGREEMENT

NAME(S): Central Oregon Villages  
 ADDRESS: 62024 Dean Swift Rd UNIT: B  
 CITY: Bend OREGON, ZIP: 97701  
 Fixed Term Lease beginning: 01 / 01 / 26 and ending 01 / 01 / 2027 MONTHLY RENT: \$ 2400.00  
 Rent payable on the 1st day of each month or if left blank on the first. Rent prorated from      /      /      to      /      /       
 is \$      due on:      /      /     .

**LATE FEES:**  
 If payment is not received by midnight on the 4th day (select one only)  
 — One charge per rental installment limited to amount \$ 100.00 /mo  
 customary in rental area.  
 — Per-day late fee shall not exceed 6% of the amount \$      /day  
 customary in rental area.  
 — Incremental late fee shall not exceed 5% of monthly \$      /5 days  
 rent for each 5 days of delinquency or portion thereof.

**RENT & DEPOSITS:**  
 Security Deposit: \$ 2500.00  
 Other Deposits: \$       
 Other Deposits: \$       
 Monthly Rent: \$ 2400.00  
 Last month's rent: \$       
 Deposit to hold credit: \$       
 TOTAL payable before move-in: \$ 3900.00

**FEES:**  
 — Smoke alarm and carbon monoxide alarm tampering fee of \$ 250.00  
 — Early termination of a lease fee of \$      (May not exceed 1 1/2 times the monthly rent)  
 — Dishonored check fee of \$ 25.00, plus amount charged by bank.  
 — Late payment of utility fee of \$ 50.00  
 — Failure to clean up pet waste, garbage, rubbish or other waste fee of \$ 50.00  
 — Parking violation or other improper use of vehicle fee of \$ 50.00

Person to notify in case of emergency or death: Scott Jones Name Relationship  
 (See explanation on back, 12F) Telephone: (541) 350 - 8459  
 Address:     

**O=OWNER PAYS: T=TENANT PAYS: THE FOLLOWING ARE FURNISHED:**  
T Electricity T Water X Range      Garbage Disposal  
     Cable T Sewer      Dishwasher X Drapes/Blinds  
O Garbage      Gas X Refrigerator      Garbage Can

**YARD CARE:**  
     Owner/Agent or their Agent shall maintain lawn and landscaping and may enter for that purpose without prior notice.  
X Tenant shall mow, water, and maintain lawn as reasonably required. If necessary for owner/agent to perform work, tenant shall be billed actual cost.

**UTILITY OR SERVICE CHARGE:**  
 Type of utilities or services to be charged to tenant Water Sewer \$50 per month  
 Basis for apportionment of utility or service charge to common areas:       
 (e.g., by square footage, by number of units)

**MAKE PAYMENTS TO:**  
 Name: Rob Marken Telephone: 541 - 410-4255  
 Address: 62962 Bilyeu Way  
 City/State/Zip: Bend, OR 97701

**DISCLOSURES:**  
 1) Recycling  IS  IS NOT available.  
 2) Utility benefiting other tenant(s) or common areas:       
 3) Foreclosure/Default:  Yes  No  
 4)  If checked, smoking is restricted or prohibited on the premises. See attached smoking agreement.  
 5)  If checked, the dwelling unit is located in a 100-year flood plain, as determined by the National Flood Insurance Program.

**OCCUPANCY:**  
 Only the following persons shall occupy the unit: Central Oregon Village occupants

Parking Space(s): several Storage: Includes and replaces previous safe parking lease  
Includes 40 ft container and 4 safe parking cottage sp.

**FOR SERVICE of Notices to Owner/Agent pursuant to ORS90.155 and ORS90.305:**  
 Name: Rob Marken 541-410-4255  
 Street Address:     

## TERMS AND CONDITIONS:

- RULES:**
  - Pets/etc.: No dogs, cats, other animals, aquariums, water beds, pianos, or organs are allowed without the written consent of the Owner/Agent except     .
  - Guests/Occupants: Written permission from the Owner/Agent is required if any guest remains for more than      days/nights in any      month period.
  - Law: Owner/Agent and Tenant shall comply with all rules and regulations pursuant to this agreement and with all local, state, and federal laws.
  - The prevailing party shall be entitled to court costs, attorney fees, and/or any other amount allowed under Oregon Statutes.
  - Upon obtaining telephone service, Tenant agrees to provide this number to Owner/Agent.
  - Tenant shall return premises to Owner/Agent in every way clean. The Owner/Agent's definition of "clean" shall be binding on the parties.
- NOTICE OF ABSENCE:** Tenant(s) shall notify the Owner/Agent of any anticipated absence from the premises in excess of seven (7) days, no later than the first day of the absence.
- ENTRY INTO PREMISES:** Tenant(s) shall not unreasonably withhold consent to the Owner/Agent to enter the premises in order to inspect the premises, make reasonable or agreed upon repairs or improvements or to show the unit to prospective buyers or tenants. The Owner/Agent may enter the premises without consent in an emergency, to post notices, or at any reasonable time with 24-hour notice or permission of tenant. Email is acceptable for actual notice.

Initial  
SJ 1/5/2026

- 4. **SUBLEASE:** Tenant(s) shall not transfer their interest(s) in this agreement or sublet the premises.
- 5. **INSURANCE:** The Owner/Agent will not be liable or responsible in any way for loss or damage to articles or property belonging to tenant(s) or their guests. Tenant(s) is responsible to maintain their own fire and theft insurance for their personal property. Tenant(s) is also responsible for liability coverage for damage or fire caused by them or their guest's negligence. Tenant(s) is advised to insure his/her personal property. Do you have water-filled furniture?  Yes  No; You are liable for all damages caused by water-filled furniture.
- 6. **ABANDONMENT:** Tenant(s) agrees that any goods, chattels, motor vehicles, or other property left on the premises, after termination of the tenancy by any means, shall be considered abandoned and may be disposed of as provided in the Oregon Landlord Tenant Act.
- 7. **NOTICES/ACCOUNTING:** All required notices shall be delivered in the manner provided by law to the Owner/Agent or Tenant(s). Any notice served by first class mail ONLY, must include an additional three (3) days for delivery. Where allowed by law, notices may be served by first class mail and the same day attachment in a secure manner to the main entrance to that portion of the premises of which the Tenant has possession or to the Owner/Agent at the address provided or to Owner/Agent at the main entrance of the address provided. Notice given to and received by one Tenant is binding to all other Tenants.
- 8. **USE OF PREMISES/MAINTENANCE:**
  - A) Use: The premises shall be used only as a dwelling unit. Tenant(s) shall use in a reasonable manner all electrical, plumbing, sanitary, heating, ventilation, air conditioning, and other facilities or appliances on the premises.
  - B) Conduct: Disorderly conduct shall be grounds for notice to vacate the dwelling and terminate this agreement. Tenant(s) shall restrict all sounds or noise to a reasonable volume. Tenants and their guests will not be permitted to loiter in halls, stairways, entrance of buildings, or in gardens or landscaped areas. Tenants and their guests shall conduct themselves in a manner that will not disturb their neighbor's peaceful enjoyment of the premises.
  - C) Damage/Tampering/Destruction: Tenant(s) is responsible for all damage to property or premises caused by stoppage of waste pipes, or overflow of bathtubs, toilets, or washbasins. Tenant(s) must pay for damage to the building or furnishings other than the normal wear and tear. Tenant(s) shall not tamper with or make alterations to the premises, including changing locks, without the written permission of the Owner/Agent. Tenant agrees Owner/Agent is not required to make a repair in order for Tenant to be liable for the cost of repair. Tenant may be held liable for rent while the dwelling unit is being cleaned or repaired, if the cleaning or repair results from the Tenant's noncompliance with this agreement.
  - D) Malfunctions: Tenant(s) shall report immediately in writing all malfunctions of equipment, failure of essential service, or need of repair.
  - E) Security: Tenant(s) shall keep doors locked at all times. Tenant(s) shall notify the Owner/Agent if locks fail to operate properly.
  - F) Vehicle Repair: No vehicles shall be repaired on the premises. No inoperable or dismantled vehicles are allowed on the premises.
  - G) Common Areas: Tenant(s) shall not leave personal property in the common areas. Tenant(s) are not to affix any decal, poster, or sign to the interior or exterior of the premises. No sign or posters may be placed in the yard area without the written permission of the Owner/Agent.
- 9. **SMOKE AND CARBON MONOXIDE ALARMS:** Tenant(s) acknowledges the presence of a smoke alarm and, if required, a carbon monoxide alarm in fully operational condition in the rental unit. Instructions have been provided about how to test the units. Tenant(s) has been instructed to test the devices at least once every six months and replace the batteries as needed and been made aware the Owner/Agent is not liable for loss or damage due to the smoke alarm's failure to operate. Tenant(s) is required to immediately notify Owner/Agent in writing any malfunction of any alarm. Tenant(s) shall not remove or tamper with a properly functioning smoke alarm, including removing any working batteries. Tenant agrees to pay a fee of \$250 for each violation of this paragraph.
- 10. **CHARGES:**
  - A) Replacement Price: Premises, articles or equipment described in the inventory, or which may hereafter be furnished to the Tenant(s) by the Owner/Agent, that become missing, broken or damaged shall be charged against the Tenant(s) at current market prices at the time of replacement.
  - B) Negligence: Tenant(s) shall not house flammable materials. All damage caused by smoking shall be repaired or replaced at the Tenant's expense.
  - C) Limited Liability: The Owner/Agent shall not be liable for damages of any kind caused by lack of heat, refrigeration, or other services to the premises arising out of any accident, act of God, or occurrence beyond the control of the Owner/Agent. Tenant(s) further agrees to be responsible for and to pay for damages, fines, or fees incurred by Owner/Agent, caused by acts of Tenant(s), other occupants of rental dwelling, pets, and/or guests or visitors.
  - D) Late Charges: An Owner/Agent may charge simple interest on an unpaid late charge at the rate allowed for judgements pursuant to ORS82.010(2) and accruing from the date the late charge is imposed.
  - E) Utilities/Service Charge: Owner/Agent may require the tenant(s) to pay for utilities or services provided directly to the Tenant(s) or a share of the utilities or services provided to the common areas that are billed to the Owner/Agent.
  - F) Other charges: If a Tenant's check is returned by the drawee bank for any reason, Tenant agrees to pay a fee of \$25 plus any fee charged by the Owner/Agent's bank for processing the returned check. If, after receiving a notice from Owner/Agent, Tenant fails immediately to clean up garbage, rubbish or other waste outside of the dwelling unit, Owner/Agent may charge Tenant \$50. If Tenant fails to pay for a utility or service charge billed by the Owner/Agent to the Tenant by the due date stated on the billing, Owner/Agent may charge a late fee of \$50. If Tenant operates a motor vehicle on the premises improperly, such as by speeding or by driving on areas not intended for motor vehicles or by endangering others, Owner/Agent may fine Tenant \$30 for each such improper use.
  - G) Owner/Agent had the carpets, if any, cleaned or shampooed using specialized equipment immediately before the tenancy. The landlord may deduct the cost of carpet cleaning regardless of whether the tenant cleans the carpet before delivery of possession of the premises.
- 11. **LEASE ENABLING:** This "lease enabling" provision ensures that the Owner/Agent will retain the power to exclude non-residents from the common areas of the property should they violate the rules of the complex. The Owner/Agent retains control over any common areas of the premises for the purposes of enforcing state trespass laws and shall be the "person in charge" for that purpose as that phrase is defined in ORS 164.205(5).
- 12. **TERMINATION:**
  - A) Tenant's failure to complete the term of this lease may result in the imposition of an early termination of lease fee equal to the amount specified on the front of this Fixed Term Lease Agreement OR may result in Tenant being responsible for payment of all Owner/Agent's actual damages due to early termination of the lease. Owner/Agent's actual damages may include, but are not limited to, all rent remaining due through the lease expiration date or the date the premises are re-rented, whichever is earlier, and advertising expenses.
  - B) Owner/Agent's Termination: The Owner/Agent may terminate this tenancy at any time, with cause, upon giving Tenant written notice as provided by the Oregon Landlord/Tenant Act.
  - C) Payment: If Tenant(s) fails to pay rent and other charges, or to comply with any terms or conditions specified herein, Owner/Agent may terminate this tenancy.
  - D) Omissions: Any omission or misstatement on the application for this dwelling unit may, at the option of the Owner/Agent, be grounds for termination of this tenancy.
  - E) Partial Payments: Owner/Agent accepting partial payment does not waive the right to terminate if the balance of rent is not paid as agreed in writing.
  - F) Tenant has designated the "Person to notify in case of death or emergency" as the person, if the tenant is living alone, having the same rights and responsibilities as the Tenant regarding personal property.
- 13. **HOLDOVER TENANCY:** Any holding over after the expiration of the rental term, without consent of the Owner/Agent, shall be deemed a willful holdover and owner/agent will be entitled to rent and damages.
- 14. **JOINTLY AND SEVERALLY LIABLE:** If a rental unit is occupied by more than one occupant it is agreed that each person will be held responsible for the entire rent and any other additional charges until the rental account is paid in full. Any prepaid rents and/or deposits will remain charged to the account and will not be applied until such time that all Tenants legally vacate the dwelling unit.
- 15. **UNENFORCEABLE PROVISION:** If a portion of this rental agreement should be ruled unenforceable by the courts, the other portions remain in full force.
- 16. **ATTACHMENTS:** Attached hereto and made a part here of are the following forms:
 

<input type="checkbox"/> #3: Pet Agreement	<input type="checkbox"/> #21: Deposit Refund	<input type="checkbox"/> #33: Rules & Regulations	<input checked="" type="checkbox"/> #54: Mold Agreement
<input type="checkbox"/> #9 or #10: Check-in	<input type="checkbox"/> #27: Smoke-Free Agreement	<input type="checkbox"/> #51: Lead-Based Disclosure	<input type="checkbox"/> #58: Foreclosure
<input checked="" type="checkbox"/> #11: Smoke Detector Acceptance	<input type="checkbox"/> #32: Contract Addendum	<input type="checkbox"/> #52: Co-Signer Agreement	<input type="checkbox"/> Other _____
- 17. **SIGNATURE BLOCK:** Where used in this agreement "Owner/Agent" means "Landlord" as defined in ORS 90.100. This agreement in duplicate is executed by the parties. All parties acknowledge having read and understood both sides of this agreement. Any questions have been answered. Tenant(s) acknowledge receipt of a copy of this agreement.

Signed by: Scott Jones 1/5/2026  
 Tenant 84B195C444E1418... Date

Tenant Date

Tenant Date

Tenant Date

DocuSigned by: Rob Marken 1/5/2026  
 Owner/Agent DDE204FFB6134CA... Date

Land Lease Agreement 62024 Dean Swift Rd, 50x50 ft of Land along the Southern boundary of this lot  
For up to 4 Safe Parking Units and 40 foot container

Lessor: Rob Marken

Lessee: Central Oregon Villages

This lease is for 2 years from 7/1/2025 to 6/30/2027 for \$600 per month rent will increase by 7% on the 1-year anniversary to \$642 per month.

Deposit of \$500 is refundable as the property is clean and undamaged.

Lessee will be responsible for their own power bill and metering which will need to be installed at lessee's expense.

Rent will be due on the 1<sup>st</sup> of each month.

Rent payments can be made to Rob Marken at 62962 Bilyeu Way, Bend, OR 97701

Use of property subject to rules and laws of Bend, OR

Insurance and Responsibility for Damages: The Lessee shall obtain and maintain during the course of this rental agreement sufficient insurance for property damage and liability on the property. The Lessee acknowledges that the Lessor carries no insurance which in any way covers any loss that the Lessee may suffer in or on the property. The Lessor shall not be liable to the Lessee or Lessee's invitees, family, employees, agents, servants, or anyone else associated with Lessee for any personal injury or damage to personal property caused by any negligent act of any other person on said premises. The Lessee hereby agrees to indemnify and hold harmless the Lessor from and against any and all claims for damages (if property or personal injury and costs, including attorney's fees, arising from the Lessee's use of the property.) Maintenance of grounds to be lessee's responsibility.

Late Fees: Any payment more than 5 days late will be assessed a \$125 late fee.

Default: Time is of the essence in the performance of this agreement and in the payment of all rents and charges herein. If the Lessee fails to pay rent or any fee within five (5) days after it is due, the Lessee shall be conclusively deemed in default in the performance of this agreement and shall be assessed late fees for each period of delinquency upon Lien Sale. In addition to liens and remedies provided by law, the Lessor is hereby given a lien upon any property of Lessee's on the premises to secure the Lessee's property now or at any time hereafter stored on property to secure the timely performance of this agreement for payment of rents, late penalties and costs. In the event of Lessee's default, including attorney's fees in case of Lessee's default, the Lessor, at its option may terminate this agreement according to standard eviction laws in Oregon.

Lessee has read and understands the terms printed on this Agreement.

Lessee Signature:  Date: 7/4/2025  
84B195C444E1418...

 7/4/2025  
DS

Land Lease Agreement 62030 Dean Swift Rd, Eastern 80 ft of Land For 6 Safe Parking Units and small 10x10 Building

Lessor: Rob Marken

Lessee: Central Oregon Villages (COV)

This lease is from 10/1/2024 to 9/30/2025 for \$,1350 per month. Within 30 days of the end of the rental term Central Oregon Villages has an option to renew for an additional year. Should COV exercise the option to renew for another year it is understood that the rent from Rent from 10/1/2025 to 9/30/2026 will be \$1445.00 per month for the rental term.

Lessee will be responsible for their own power bill and metering which will need to be installed at lessee's expense.

Deposit of \$1000 is refundable as the property is clean and undamaged.

Lessee will be responsible for their own power bill and metering.

Rent will be due on the 1<sup>st</sup> of each month.

Rent payments can be made to Rob Marken at 62962 Bilyeu Way, Bend, OR 97701

Use of property subject to rules and laws of Bend, OR

Insurance and Responsibility for Damages: The Lessee shall obtain and maintain during the course of this rental agreement sufficient insurance for property damage and liability on the property. The Lessee acknowledges that the Lessor carries no insurance which in any way covers any loss that the Lessee may suffer in or on the property. The Lessor shall not be liable to the Lessee or Lessee's invitees, family, employees, agents, servants, or anyone else associated with Lessee for any personal injury or damage to personal property caused by any negligent act of any other person on said premises. The Lessee hereby agrees to indemnify and hold harmless the Lessor from and against any and all claims for damages (if property or personal injury and costs, including attorney's fees, arising from the Lessee's use of the property.) Maintenance of grounds to be lessee's responsibility.

Late Fees: Any payment more than 5 days late will be assessed a \$125 late fee.

Default: Time is of the essence in the performance of this agreement and in the payment of all rents and charges herein. If the Lessee fails to pay rent or any fee within five (5) days after it is due, the Lessee shall be conclusively deemed in default in the performance of this agreement and shall be assessed late fees for each period of delinquency upon Lien Sale. In addition to liens and remedies provided by law, the Lessor is hereby given a lien upon any property of Lessee's on the premises to secure the Lessee's property now or at any time hereafter stored on property to secure the timely performance of this agreement for payment of rents, late penalties and costs. In the event of Lessee's default, including attorney's fees in case of Lessee's default, the Lessor, at its option may terminate this agreement according to standard eviction laws in Oregon.

Lessee has read and understands the terms printed on this Agreement.

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Business Name Search

[New Search](#)

[Printer Friendly](#)

### Business Entity Data

02-23-2026  
12:52

Registry Nbr	Entity Type	Entity Status	Jurisdiction	Registry Date	Next Renewal Date	Renewal Due?
1836970-94	DNP	ACT	OREGON	06-17-2021	06-17-2026	
<b>Entity Name</b>	CENTRAL OREGON VILLAGES					
<b>Foreign Name</b>						
<b>Non Profit Type</b>	PUBLIC BENEFIT					

[New Search](#)

[Printer Friendly](#)

### Associated Names

Type	PPB	PRINCIPAL PLACE OF BUSINESS				
<b>Addr 1</b>	680 NW BOND STREET					
<b>Addr 2</b>						
<b>CSZ</b>	BEND	OR	97703	<b>Country</b>	UNITED STATES OF AMERICA	

Please click [here](#) for general information about registered agents and service of process.

Type	AGT	REGISTERED AGENT	Start Date	06-18-2025	Resign Date	
<b>Name</b>	SCOTT JONES					
<b>Addr 1</b>	680 NW BOND ST					
<b>Addr 2</b>						
<b>CSZ</b>	BEND	OR	97703	<b>Country</b>	UNITED STATES OF AMERICA	

Type	MAL	MAILING ADDRESS				
<b>Addr 1</b>	680 NW BOND ST					
<b>Addr 2</b>						
<b>CSZ</b>	BEND	OR	97703	<b>Country</b>	UNITED STATES OF AMERICA	

Type	PRE	PRESIDENT			Resign Date	
<b>Name</b>	JIM PORTER					
<b>Addr 1</b>	680 NW BOND ST					
<b>Addr 2</b>						
<b>CSZ</b>	BEND	OR	97703	<b>Country</b>	UNITED STATES OF AMERICA	

Type	SEC	SECRETARY			Resign Date	
<b>Name</b>	LESLIE HOPPER					

<b>Addr 1</b>	680 NW BOND ST				
<b>Addr 2</b>					
<b>CSZ</b>	BEND	OR	97703	<b>Country</b>	UNITED STATES OF AMERICA

[New Search](#)   [Printer Friendly](#)   **Name History**

<b>Business Entity Name</b>	<b>Name Type</b>	<b>Name Status</b>	<b>Start Date</b>	<b>End Date</b>
CENTRAL OREGON VILLAGES	EN	CUR	06-17-2021	

Please [read](#) before ordering [Copies](#).

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<b>Image Available</b>	<b>Action</b>	<b>Transaction Date</b>	<b>Effective Date</b>	<b>Status</b>	<b>Name/Agent Change</b>	<b>Dissolved By</b>
	AMENDED ANNUAL REPORT	06-18-2025		FI	Agent	
	REINSTATEMENT AMENDED	09-04-2024		FI	Agent	
	ADMINISTRATIVE DISSOLUTION	08-15-2024		SYS		
	AMENDED ANNUAL REPORT	08-02-2023		FI		
	AMENDED ANNUAL REPORT	05-19-2022		FI	Agent	
	ARTICLES OF INCORPORATION	06-17-2021		FI	Agent	

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For comments or suggestions regarding the operation of this site, please contact : [corporation.division@sos.oregon.gov](mailto:corporation.division@sos.oregon.gov)

**ARTICLES OF INCORPORATION**



Corporation Division  
[www.filinginoregon.com](http://www.filinginoregon.com)

**E-FILED**  
Jun 17, 2021  
**OREGON SECRETARY OF STATE**

**REGISTRY NUMBER**

183697094

**TYPE**

DOMESTIC NONPROFIT CORPORATION

**1. ENTITY NAME**

CENTRAL OREGON VILLAGES

**2. MAILING ADDRESS**

680 NW BOND ST  
BEND OR 97703 USA

**3. NAME & ADDRESS OF REGISTERED AGENT**

CHARLES W HEMINGWAY

680 NW BOND ST  
BEND OR 97703 USA

**4. INCORPORATORS**

JIM PORTER

680 NW BOND ST  
BEND OR 97703 USA

KEN MAYS

680 NW BOND ST  
BEND OR 97703 USA

TOM STUTHEIT

680 NW BOND ST  
BEND OR 97703 USA

**5. INITIAL PRESIDENT**

JIM PORTER

680 NW BOND ST  
BEND OR 97703 USA

**6. INITIAL SECRETARY**

KEN MAYS

680 NW BOND ST  
BEND OR 97703 USA



## 7. TYPE OF NONPROFIT CORPORATION

Public Benefit

## 8. MEMBERS?

No

## 9. DISTRIBUTION OF ASSETS

Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

## 8. OPTIONAL PROVISIONS

Additional Provisions:

1. The Corporation shall not engage in any activities or exercise any powers, express or implied, that would render it disqualified from exemption from federal income tax or from exemption from Oregon income tax by reason of being an organization described in the Oregon Charitable Trust and Corporation Act.
2. To the fullest extent permitted by the Oregon Nonprofit Corporation Act, a director and/or officer shall not be liable to the Corporation for any monetary damages for conduct as a director and/or officer. This provision, however, shall not eliminate or limit the liability of a director or officer for (1) any breach of the director or officer's duty of loyalty to the Corporation; (2) acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law.

The corporation elects to indemnify its directors, officers, employees, agents for liability and related expenses under ORS 65.387 to 65.414.



Corporation Division  
[www.filinginoregon.com](http://www.filinginoregon.com)

**OREGON SECRETARY OF STATE**

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I declare as an authorized signer, that this filing has been examined by me and is, to the best of my knowledge and belief, true, correct, and complete. Making false statements in this document is against the law and may be penalized by fines, imprisonment, or both.

By typing my name in the electronic signature field, I am agreeing to conduct business electronically with the State of Oregon. I understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement.

**ELECTRONIC SIGNATURE**

**NAME**

CHARLES W HEMINGWAY

**TITLE**

MANAGING DIRECTOR

**DATE SIGNED**

06-16-2021



Corporation Division  
[sos.oregon.gov/business](http://sos.oregon.gov/business)

E-FILED

Jun 18, 2025

OREGON SECRETARY OF STATE

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**REGISTRY NUMBER**

183697094

**REGISTRATION DATE**

06/17/2021

**BUSINESS NAME**

CENTRAL OREGON VILLAGES

**BUSINESS ACTIVITY**

PUBLIC BENEFIT NONPROFIT CORPORATION FORMED TO PROVIDE ALTERNATIVE SHELTER OPTIONS FOR UNHOUSED PERSONS IN CENTRAL OREGON AND TO WORK WITH VULNERABLE POPULATIONS EXPERIENCING HOMELESSNESS TO FIND SAFE AND ADEQUATE SHELTER.

**MAILING ADDRESS**

680 NW BOND ST  
BEND OR 97703 USA

**TYPE**

DOMESTIC NONPROFIT CORPORATION

**PRIMARY PLACE OF BUSINESS**

680 NW BOND STREET  
BEND OR 97703 USA

**JURISDICTION**

OREGON

**REGISTERED AGENT**

SCOTT JONES  
680 NW BOND ST  
BEND OR 97703 USA

If the Registered Agent has changed, the new agent has consented to the appointment.

**PRESIDENT**

JIM PORTER  
680 NW BOND ST  
BEND OR 97703 USA

**SECRETARY**

LESLIE HOPPER  
680 NW BOND ST  
BEND OR 97703 USA



Corporation Division  
[sos.oregon.gov/business](http://sos.oregon.gov/business)

**OREGON SECRETARY OF STATE**

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I declare, under penalty of perjury, that this document does not fraudulently conceal, fraudulently obscure, fraudulently alter or otherwise misrepresent the identity of the person or any officers, directors, employees or agents of the corporation on behalf of which the person signs. This filing has been examined by me and is, to the best of my knowledge and belief, true, correct, and complete. Making false statements in this document is against the law and may be penalized by fines, imprisonment, or both.

By typing my name in the electronic signature field, I am agreeing to conduct business electronically with the State of Oregon. I understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement.

**ELECTRONIC SIGNATURE**

**NAME**

SCOTT JONES

**TITLE**

EXECUTIVE DIRECTOR

**DATE**

06-18-2025



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

CENTRAL OREGON VILLAGES  
680 NW BOND STREET  
BEND, OR 97703

Date:  
10/04/2021  
Employer ID number:  
87-1362046  
Person to contact:  
Name: Mr. Scian  
ID number: 31369  
Telephone: 877-829-5500  
Accounting period ending:  
December 31  
Public charity status:  
170(b)(1)(A)(vi)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
June 17, 2021  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053607004181

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

## Certificate Of Completion

Envelope Id: 35371582-3F0D-48B0-A080-EBDCEDFA4B43

Status: Completed

Subject: Complete with Docusign: COV HB 3395 Emergency Shelter Siting Application.pdf

Source Envelope:

Document Pages: 29

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Brook Okeefe

AutoNav: Enabled

710 NW Wall st.

Envelopeld Stamping: Enabled

Bend, OR 97703

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

bokeefe@bendoregon.gov

IP Address: 216.87.238.9

## Record Tracking

Status: Original

Holder: Brook Okeefe

Location: DocuSign

2/23/2026 2:51:54 PM

bokeefe@bendoregon.gov

## Signer Events

Eric King

eking@bendoregon.gov

City Manager

Security Level: Email, Account Authentication (None)

## Signature

Signed by:



Eric King  
E252C846657E4D8...

Signature Adoption: Pre-selected Style

Using IP Address: 98.142.36.35

## Timestamp

Sent: 2/23/2026 2:57:04 PM

Viewed: 2/23/2026 3:02:18 PM

Signed: 2/23/2026 3:02:37 PM

## Electronic Record and Signature Disclosure:

Accepted: 12/15/2025 10:21:16 AM

ID: de39d522-8d61-42f3-949e-565b295689ca

Company Name: City of Bend CMO

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent

Hashed/Encrypted

2/23/2026 2:57:04 PM

Certified Delivered

Security Checked

2/23/2026 3:02:18 PM

Signing Complete

Security Checked

2/23/2026 3:02:37 PM

Completed

Security Checked

2/23/2026 3:02:37 PM

## Payment Events

## Status

## Timestamps

## Electronic Record and Signature Disclosure

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, City of Bend (we, us or City) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you may be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below. Paper copies may also be requested from City by contacting Procurement.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **Notices and disclosures may be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we may provide electronically to you through the DocuSign system required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. You can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact the City:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

#### **To advise the City of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [dgalanaugh@bendoregon.gov](mailto:dgalanaugh@bendoregon.gov) and in the body of such request you must state: your previous email address, your new email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [dgalanaugh@bendoregon.gov](mailto:dgalanaugh@bendoregon.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number.**

#### **To withdraw your consent with the City**

**To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:**

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;**
- ii. send us an email to [dgalanaugh@bendoregon.gov](mailto:dgalanaugh@bendoregon.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number.**

#### **Required hardware and software**

**The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here:**  
**<https://support.docusign.com/guides/signer-guide-signing-system-requirements>.**

**Acknowledging your access and consent to receive and sign documents electronically**

**To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.**

**By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:**

- You can access and read this Electronic Record and Signature Disclosure; and**
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and**
- Until or unless you notify the City as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by the City during the course of your relationship with the City.**