

DOMINION VALLEY OWNERS ASSOCIATION

Welcome to TownSq

Your Community's Digital Hub

A resident guide: how to register and get started

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What is TownSq?

The Platform

TownSq is an all-in-one community platform designed for homeowner associations. It connects residents, board members, and property managers in one secure place, on the web or in a mobile app.

Why the change?

- The current community website no longer receives support or security updates.
- TownSq is updated regularly.
- TownSq is included in the Association's management contract with CMC.

24/7

Access to community information

1 App

For residents, board & managers

100%

Paperless communication option

Registration: Create Your Account

1

Go online

Visit www.townsq.io (Chrome works best) or download the free TownSq app for iOS or Android.

2

Register

Choose to “sign up with account number”. Enter your account number and zip code. See the tip at right for the correct format.

3

Sign in

Log in to reach your personal dashboard with announcements, requests, documents and more.

Entering your account number

Type your account number without the “-” and without the “00” at the beginning.

Not sure of your account number? Contact the management team and they will help.
hoarep@dvcchoa.com or call 571-261-2873

Web

www.townsq.io

iOS

Free on the App Store

Android

Free on Google Play

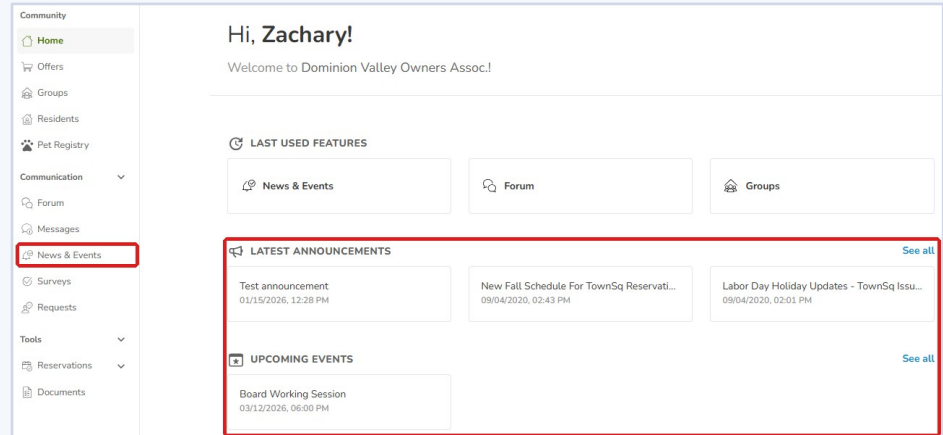
News & Events

Where to find it

In the left menu, under Communication, select News & Events. Your home page also shows the Latest Announcements and Upcoming Events (highlighted in red at right). If you are using the mobile app, the menu is able to be pulled up by selecting the “≡” on the bottom right of your screen.

What you'll see

- Community announcements and news
- Notices for upcoming events
- Maintenance updates and status alerts
- Emergency broadcasts



Stay informed

- Turn on emergency broadcasts to get a text when an emergency notice is posted.
- Every communication is kept in a searchable archive.

Accounts

How to open it

Click your name in the top-right corner of TownSq, then choose Accounts.

What you'll see

- Your current balance
- Your last payment and date received
- Monthly charges and payments, month by month

Paying online

- Pay by credit card, debit card, or ACH
- Automatic reminders before dues are due
- Card and processing service fees are third party charges for using this platform for payment.

The screenshot displays the 'Accounts' section of the TownSq interface. On the left, a sidebar shows the user's profile and the 'Accounts' link. The main content area shows the account details for 'Dominion Valley Charters Assoc.' with a current balance of \$213.02. Below this, a table lists the payment schedule for March 2026, showing monthly charges and payments.

Month	Day	Reference	Comments	Amount
Mar 2026	4th	DD	Direct Debit	-\$213.02
1st	01	Monthly Charges	Recurring Charges: 03/01/2026	\$162.45
1st	02	Monthly Charges	Recurring Charges: 03/01/2026	\$22.5
1st	07	Monthly Charges	Recurring Charges: 03/01/2026	\$38.07

The table continues for February 2026 and January 2026, showing similar payment patterns. The current balance of \$213.02 is highlighted in blue at the bottom right of the table.

Please note

Online balances may not reflect upcoming assessments and should not be used for resale. Pay the balance on your most recent billing statement, and contact management for final payoff amounts.

Requests

Requests

Organize and respond to requests from residents.





Filter by



Status 

Category 

Assigned to me 



Title 	Status 	Category 	Created by 	Assigned to	Unit	Last activity 
Sample Trespass concern	Closed	Security	Zachary Moskowitz (Zach Mos...	Zachary Moskowitz	No units	March 12, 2026
Sample Help me review my ...	Open	General	Zachary Moskowitz (Zach Mos...	Zachary Moskowitz	No units	February 11, 2026
sample I want to add a car	In process	Maintenance	Zachary Moskowitz (Zach Mos...	Zachary Moskowitz	No units	March 12, 2026

1 Submit

Open Requests in the left menu, select Submit request, and add a description, photos, and location.

2 Management notified

Management and the board of directors are notified by email and on the platform.

3 Work order

Your request is assigned and tracked in the system.

4 Stay updated

Follow status changes (Open, In process, Closed) in your Requests list.

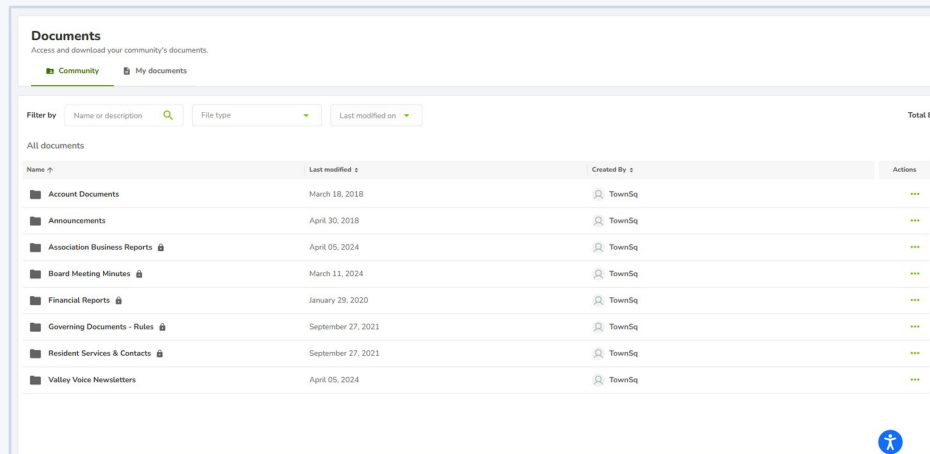
Documents

Where to find it

In the left menu, under Tools, select Documents. Browse the folders on the Community tab.

What's inside

- CC&Rs, bylaws, and resolutions
- Board meeting agendas and minutes
- Annual budgets and financial statements
- Architectural review guidelines
- Newsletters and community notices
- Important vendor Information.



Handy tips

- Filter by name, file type, or date modified.
- Use the green download arrow to save a file.
- Some documents are restricted to authorized users.