



## MEMORANDUM

**To:** Riverstone Board of Directors

**From:** Ryan Evans  
Community Relations & Recreation Director

**Date:** January 2, 2026

**RE:** RSHOA Board Meeting Dates – 2026 Schedule

---

In preparation for the upcoming year, staff respectfully requests that the Board consider the following schedule for Quarterly Board Meetings, Quarterly Board Workshops held approximately one week in advance of each meeting, and Monthly Workshops held in the months between quarterly meetings.

The proposed schedule has targeted Thursdays for all workshops and meetings, as this has typically aligned best with Board availability.

In addition, the Board expressed a strong preference for utilizing Zoom following the Q3 and Q4 meetings in 2025. These virtual meetings were well received and allowed for increased resident participation, improved accessibility for those unable to attend in person, and a more structured and efficient meeting experience for the Board, residents, and staff. Based on this positive response, staff recommends continuing this approach for 2026 HOA Board Meetings by incorporating Zoom sessions. This format will help maintain transparency, offer flexible access for residents, flexible access for vendors to provide their quarterly board reports, and support a consistent professional meeting environment.

Once a final schedule for Board Meetings and Workshops is adopted, staff will publish the approved dates through the Association's communication channels, including the Riverstone App, newsletter, and website, to ensure residents are informed in advance and to further support awareness and participation.

We believe these dates and meeting formats will allow the Board and staff sufficient time to prepare for discussions, coordinate schedules, and ensure productive meetings.

Should you have any questions or need additional clarification, please let me know. We appreciate your consideration of this proposed schedule and look forward to finalizing the meeting calendar for 2026.



Quarter	Workshops (Monthly + Quarterly)	Quarterly Board Meeting	Notes
<b>Q1</b> Jan – Feb – Mar	<ul style="list-style-type: none"> <li>• <b>Jan 23</b> – Board Orientation</li> <li>• <b>Feb 19</b> – Q1 Meeting Workshop</li> <li>• <b>Mar 26</b> – <b>Monthly Workshop*</b></li> </ul>	<b>Feb 26</b>	Annual Board Orientation (Jan) Q1 Meeting. <b>ZL has conflict 3/11-3/26, cannot attend</b>
<b>Q2</b> Apr – May – Jun	<ul style="list-style-type: none"> <li>• <b>Apr 23</b> – Monthly Workshop</li> <li>• <b>May 21</b> –<b>Q2 Meeting Workshop*</b></li> <li>• <b>Jun 25</b> – <b>Monthly Workshop*</b></li> </ul>	<b>May 28*</b>	Q2 Meeting <b>ZL has conflict second half of May to early July, cannot attend.</b>
<b>Q3</b> Jul – Aug – Sep	<ul style="list-style-type: none"> <li>• <b>Jul 23</b> – <b>Monthly Workshop*</b></li> <li>• <b>Aug 20</b> – Q3 Meeting Workshop</li> <li>• <b>Sep 24</b> – Budget Workshop</li> </ul>	<b>Aug 27</b>	Q3 Meeting <b>ZL has conflict second half of May to early July, cannot attend.</b>
<b>Q4</b> Oct – Nov – Dec	<ul style="list-style-type: none"> <li>• <b>Oct 22</b> – Q4 Meeting Workshop</li> <li>• <b>Nov 12</b> – Monthly Workshop</li> </ul>	<b>Oct 29</b> <b>Dec 8</b>	Q4 Meeting / Budget Meeting Annual Meeting Prep & Annual Meeting

Homeowners Association, Inc. • Commercial Property Owners Association, Inc.

18353 University Boulevard

Sugar Land, TX 77479

281.778.2222