

Task/Deliverable	GHAD Manager	GHAD Treasurer	GHAD Clerk	Legal Counsel	GHAD Maintenance Contractor	GHAD Chairperson	GHAD Vice-Chairperson	GHAD Board Member	HOA Chairperson	HOA Vice-Chairperson	HOA Board Member	HOA Manager
GHAD Maintenance Items												
Storm Retention basins and embankments cleanout	AC				R	I	I	I				
Concrete-lined drainage ditches outside of residential lot boundaries and associated inlets and outlets cleanout	AC				R	I	I	I				
Storm drain improvements service the open space areas	AC				R	I	I	I				
Subdrains surface and horizontal drains (clean/maintain)	AC				R	I	I	I				
Drainageways (clear branches and debris)	AC				R	I	I	I				
Gabion retention structures cleanout and debris wall/berm cleanout/repairs	AC				R	I	I	I				
Geologic hazard response	AC				R	I	I	I	I	I	I	I
Sanitary sewer access road (erosion and slope stability repairs)	AC				R	I	I	I				I
GHAD Administration												
Plan of Control Update	RAC					I	I	I				
Reserve Study	RAC					I	I	I	I	I	I	I
Transfer HOA funds to GHAD Account	C	RA				I	I	I	I	I	I	I
Website	AC		R			I	I	I				I
Flyers	AC		R			I	I	I				I
Meeting Prep, Agenda & Minutes	AC		R			I	I	I				
Board Elections and Vacancies	AC		R			I	I	I				
Hire GHAD Staff	RCI					A	R	R				
Task Authorizations for contractors	RAC					I	I	I				
Oversight of maintenance operations	RAC					I	I	I				
Open Space Monitoring	RAC				I	I	I	I				
Emergency Response	AC				R	I	I	I				I
Financials, payments, etc.	C	RA				I	I	I				
Maintain GHAD files and documents	RC		A	I		I	I	I				
Annual Budget Preparation	RA	C				I	I	I				C
Assessment Roll preparation	RAC					I	I	I				
Develop/maintain GHAD communications plan	RAC					I	I	I				
Develop/maintain GHAD maintenance plan	RAC					I	I	I				
Maintain monthly incident log	RAC					I	I	I				
Oversight and investment of GHAD funds	I	RAC				I	I	I				
Monthly brokerage statement, quarterly financial report and annual report of investment activity for GHAD funds	I	RAC				I	I	I				
Provide GHAD records in accordance with Public Records Act requests	C		RA			I	I	I				
Complete conflict of interest forms annually	C		RA			I	I	I				
Post board meeting agenda 72 hrs prior to meeting	C		RA			I	I	I				
Retain GHAD legal counsel	RAC					I	I	I				
HOA Items												
Flagpole Maintenance									RAC	I	I	R
Lighting maintenance									RAC	I	I	R
Landscape Contract									RAC	I	I	R
Blackhawk Road Landscaping									RAC	I	I	R
Irrigation Repairs									RAC	I	I	R
Landscape Extras									RAC	I	I	R
Tree Spraying/Maintenance									RAC	I	I	R
Weed Abatement									RAC	I	I	R
Pest Control									RAC	I	I	R
Backflow Testing/Repairs									RAC	I	I	R
Sanitary sewer access road (road maintenance and seal-coating)	I								AC	I	I	R

RACI Role Definitions

Responsible (R):
Who: The people who do the work to complete the task or deliverable
Role: They are responsible for execution.
Quantity: There can be multiple people Responsible for a single task.

Accountable (A):
Who: The one person who is ultimately answerable for the correct and complete execution of the task or deliverable.
Role: They are the approver or sign-off authority and delegate the work.
Quantity: There can be only one Accountable person per task.

Consulted (C):
Who: People whose opinions are sought on the task or decision, often subject matter experts.
Role: They provide input and feedback before the work is finalized. This is a two-way communication.
Quantity: There can be multiple people Consulted.

Informed (I):
Who: People who are kept up-to-date on the progress, status, or outcome of the task or decision.
Role: They receive information but do not necessarily provide input. This is a one-way communication.
Quantity: There can be multiple people Informed.

Key Relationship: In a RACI matrix, every task must have exactly one Accountable (A) person and at least one Responsible (R) person.