

**Item 1 – Cover Page**

**Kaizen Financial Advisors, LLC**

CRD Number 155353

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Bellevue, WA 98004

800-321-5846

[www.kaizenfa.com](http://www.kaizenfa.com)

**Form ADV Part 2**

**April 1, 2019**

This Brochure provides information about the qualifications and business practices of Kaizen Financial Advisors, LLC. If you have any questions about the contents of this Brochure, please contact us at 800-321-5846 or direct an email to [Laurie@KaizenFA.com](mailto:Laurie@KaizenFA.com). The information in this Brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.

Kaizen Financial Advisors, LLC is a registered investment adviser. Registration of an Investment Adviser does not imply any level of skill or training. The oral and written communications of an Adviser provide you with information about which you determine to hire or retain an Adviser.

Additional information about Kaizen Financial Advisors also is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

## **Item 2 – Material Changes**

The purpose of this page is to inform you of any material changes since the last annual update to this brochure. If you are receiving this brochure for the first time, this section may not be relevant to you.

Kaizen Financial Advisors reviews and updates our brochure at least annually to make sure that it remains current. We have had the following materials changes made since our last ADV filing, January 1, 2019.

Item 4 – The firm moved from state to SEC registration in April 2019.

Our brochure may be requested by contacting Laurie Klein, Chief Compliance Officer, at (800) 321-5846 or [Laurie@KaizenFA.com](mailto:Laurie@KaizenFA.com).

Additional information about Kaizen Financial Advisors is also available via the SEC's website, [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). The SEC's website also provides information about any persons affiliated with Kaizen Financial Advisors who are registered, or are required to be registered, as investment adviser representatives of Kaizen Financial Advisors.

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## Item 4 – Advisory Business

Kaizen Financial Advisors, LLC (“Kaizen”) specializes in providing holistic financial planning and investment advisory services to clients. With our customized process, we help you make good money decisions by avoiding dangers, seizing opportunities, and maximizing your strengths. Our commitment is to help you organize your financial life with a goal of helping you discover and devote more time to things that are personally fulfilling. We do this by integrating the nuts and bolts of financial planning with what you think, feel, and believe about money. We work best with clients who recognize that big goals happen by making small incremental changes and those who have a willingness to change behavior to further their long-term goals. Our clients have realistic investment expectations and are able to ignore the investment ‘du jour’ as touted by the financial press. Most clients are affluent or becoming affluent.

We offer holistic planning in our core areas of competence and utilize other professionals when specialization is needed in areas such as legal and accounting. We are independent and we work solely for you. Our advice is objective and there are no undisclosed conflicts of interest.

Kaizen is owned and founded by Laurie Klein, CFP®, ChFC® who established the firm in October 2010.

In April 2019, the firm moved from state to SEC registration. “Registration” means only that Kaizen has met the minimum requirements for registration as an investment advisor and does not apply a certain level of skill or training or that the SEC or any other regulator guarantees the quality of our services or recommends them.

Description of our Services:

### **HOLISTIC FINANCIAL PLANNING AND INVESTMENT MANAGEMENT**

We commonly offer these services:

- Investment Management
- Asset Allocation and Consolidation
- Pro-Active Tax planning
- Retirement planning
- Education planning
- Asset Protection (Insurance) - Life, disability, long-term care
- Goal setting
- Cash flow
- Small business planning
- Employee benefits
- Real estate analysis

- Estate planning
- Financial Coaching

To get you to your goals, we have a detailed four step process: Discovery, Design, Implementation and Maintenance.

- **Discovery** - During this phase we will get to the heart of what you are trying to accomplish with your money. We start by identifying your goals, aspirations, and dreams. We do this by requesting financial information from you as well as having you complete a personal insights questionnaire.
- **Design** - Based on what we discover from you, we Design solutions that will enable you to take your goals from a dream to reality. The most common recommendations are: integrated investment plan, planning for financial independence, asset protection, estate planning, pro-active tax planning, college planning financial coaching and small business planning.
- **Implementation** - We help you take action on the recommendations. When necessary, we coordinate with your other advisors.
- **Maintenance** - Because financial planning is dynamic, ever changing and never complete, the maintenance phase includes the on-going oversight of your implementations.

Generally the Discovery, Design and Implementation phase takes a year to complete, but the timeline varies depending on individual circumstances. A new client can expect four to six meetings (in person or on the phone) during this phase to build their solid foundation. During the maintenance phase, we will set up a schedule of meetings to monitor your progress towards your goals. Every year you can expect a review of your net worth, cash flow, goals, and investment policy statement. In addition, annually we evaluate your tax situation to see if there are areas to take advantage of the tax code and provide an employee benefit review (for individuals still working) to make sure you are maximizing your benefits. We review areas such as estate planning and insurance every few years.

**A little more about our Investment Management process** – As part of our process we will put together an integrated plan of your investments. Your portfolio will be allocated once your investment objectives and risk profile have been determined in connection with your other goals. Except as otherwise instructed, you grant us ongoing and continuous discretionary authority to execute the investment recommendations without prior approval in accordance with your stated objectives. Kaizen maintains an investment policy statement outlining the client's personal situation and their investment objectives.

Retirement Rollovers-No Obligation/Conflict of Interest: A client leaving an employer typically has four options (and may engage in a combination of these options): 1) leave the money in his former employer's plan, if permitted, 2) roll over the assets to his/her new employer's plan, if one is available and rollovers are permitted, 3) rollover to an Individual Retirement Account (IRA), or 4) cash out the account value (which could, depending upon the client's age, result in adverse tax consequences).

Kaizen may recommend an investor roll over plan assets to an IRA managed by Kaizen. As a result, Kaizen may earn an asset-based fee; however, a recommendation that a client or prospective client

leave their plan assets with their old employer will result in no compensation. Kaizen has an economic incentive to encourage an investor to roll plan assets into an IRA that Kaizen will manage.

There are various factors that Kaizen may consider before recommending a rollover, including but not limited to: i) the investment options available in the plan versus the investment options available in an IRA, ii) fees and expenses in the plan versus the fees and expenses in an IRA, iii) the services and responsiveness of the plan's investment professionals versus those of Kaizen, iv) required minimum distributions and age considerations, and vi) employer stock tax consequences, if any. No client is under any obligation to roll over plan assets to an IRA managed by Kaizen.

**Hourly Services:** In certain situations, clients may have a specific concern that does not require holistic planning and investment services. Examples of such could include: retirement analysis, estate tax analysis, pension plan analysis and tax projections. In such situations, the client may engage the advisor to provide limited advice on these items. The scope of the engagement will be outlined on the Hourly Fee Agreement.

### **Client Obligations**

In performing its services, Kaizen is not required to verify any information received from the client or from the client's other professionals. Moreover, each client is advised that it remains his or her responsibility to promptly notify Kaizen if there is ever any change in the client's financial situation or investment objectives during the client engagement.

### **Disclosure Statements**

A copy of Kaizen's written brochure as set forth on Part 2A of Form ADV shall be provided to each client prior to, or at the same time as, the execution of the *Investment Advisory Agreement*, *Financial Advocacy Agreement*, or the *Hourly Fee Agreement*. Any client who has not received a copy of Kaizen's written brochure at least 48 hours prior to executing the *Investment Advisory Agreement*, *Financial Advocacy Agreement*, or the *Hourly Fee Agreement* shall have five business days subsequent to executing the agreement to terminate the Kaizen's services without penalty.

### **No Participation in Wrap Fee Programs**

Kaizen, as a matter of policy and practice, does not sponsor any wrap fee program. A wrap fee program is defined as any advisory program under which a specified fee or fees not based directly upon transactions in a client's account is charged for investment supervisory services (which may include portfolio management or advice concerning the selection of other investment advisers) and the execution of client transactions.

### **Policy on Class Action Lawsuits**

From time to time, securities held in the accounts of clients will be the subject of class action lawsuits. Kaizen has no obligation to determine if securities held by the client are subject to a pending or resolved class action lawsuit. It also has no duty to evaluate a client's eligibility or to submit a claim to participate in the proceeds of a securities class action settlement or verdict. Furthermore, Kaizen has no obligation or responsibility to initiate litigation to recover damages on behalf of clients who may have been injured as a result of actions, misconduct, or negligence by corporate management of issuers whose securities are held by clients.

Where Kaizen receives written or electronic notice of a class action lawsuit, settlement, or verdict affecting securities owned by a client, it will forward all notices, proof of claim forms, and other materials, to the client. Electronic mail is acceptable where appropriate if the client has authorized contact in this manner.

### **Amount of Assets Under Management**

As of December 31, 2018, Kaizen provided advice on approximately \$121.4 million in assets with approximately \$119.8 million managed on a discretionary basis and approximately \$1.6 million managed on a non-discretionary basis.

### **Item 5 – Fees and Compensation**

#### **(1) Holistic Financial Planning and Investment Management**

Our fees are based on the total value of your investment assets that we are advising on, but exclude your personal residence and personal property. Fee rates are as follows:

<b>Investments under advisement</b>	<b>Annual Rates (%)</b>
0 to \$1,000,000	1.25%
\$1,000,001 to \$2,000,000	0.75%
\$2,000,001 to \$5,000,000	0.50%
\$5,000,001 to \$10,000,000	0.35%
\$10,000,001 to \$25,000,000	0.25%
Above \$25,000,000	0.15%

Fees are payable quarterly and renew annually. The first quarter's fee may be pro-rated and is submitted by the client to Kaizen by check. After the first quarter, fees are deducted directly from the client's account(s) unless the client does not have an account managed by us and then we will accept payment by check. The client provides the custodian with authorization to have fees deducted. Each time a fee is directly deducted from a client's account, Kaizen will concurrently send the client an invoice itemizing the fee. The minimum fee for a first year clients is \$5,000 billed quarterly at \$1,250 due to the time and resources that goes into first year planning and implementation.

Our Fee includes the time and activities necessary to work with the client's other professional advisors in identifying solutions, as well as assisting those other professional advisors in implementation of appropriate documents. Any fee charged by the client's other professional advisors are separate from, and in addition to, the fees charged by us.

#### **(2) Hourly Fees**

We will perform services for clients where the cost of the service is based upon the amount of time to complete the service at an hourly rate. The hourly rate depends upon the complexity of the service required to complete the engagement. For administrative tasks the hourly fee billed will be \$150 per hour and for advisory tasks the fee billed will be \$300 per hour. Administrative tasks are performed by an employee other than an advisor and include items such as bookkeeping and organizational functions. Advisory tasks are all tasks performed by the advisor. The tasks and services to be performed will be described in the Hourly Fee Engagement Agreement that is signed by both parties. The Engagement will outline our hourly rate(s) and an estimate of time to complete the project. One-half of the estimated fee is due upon execution of the Agreement the other one-half of the fee is due upon completion of the project. Clients will be provided an invoice containing

the fee, the formula used to calculate the fee, and the time period covered by the fee each time a fee is charged. All Hourly Fees will be paid by check.

All fees are negotiable and Kaizen in its sole discretion, may negotiate to waive its stated account minimum or charge a lesser management fee based upon certain criteria (i.e., anticipated future earning capacity, anticipated future additional assets, dollar amount of assets to be managed, related accounts, account composition, pre-existing client, account retention, *pro bono* activities, etc.).

### **Termination of the relationship**

Clients will have a period of five (5) business days from the signing of the Agreement to rescind the agreement and receive a full refund of the fees. Thereafter, either party may terminate the Agreement(s) by providing written notice. Any fees collected in advance of services being performed will be returned to the client on a pro rata basis based on calendar days within the billing cycle or services unearned. Fees refunded will be deposited into the clients account or a check written to the client within ten (10) business days of notification.

For all services, we reserve the right to stop work on any account which is not paid on a timely basis and we reserve the right to terminate the engagement where a client has willfully concealed or has refused to provide information about the client's financial situation which, in our judgment, is necessary and appropriate to provide proper financial advice.

### **Investment Company Fees**

Our fees do not include: brokerage commissions, transaction fees, wire costs and other related costs and expenses which shall be incurred by the client. Mutual funds and exchange traded funds charge internal management fees, which are disclosed in a fund's prospectus. Such charges, fees, and commissions are exclusive of and in addition to our fee and we shall not receive any portion of these costs.

## **Item 6 – Performance-Based Fees and Side-By-Side Management**

We do not charge any performance-based fees (fees based on a share of capital gains on or capital appreciation of the assets of a client).

## **Item 7 – Types of Clients**

We offer Investment Advisory Services and Financial Advocacy to individuals, high net worth individuals, corporate pension and profit-sharing plans, charitable institutions, and foundations. We do not have a minimum account size for opening an Investment Advisory Account. Our minimum first year fees for Financial Advocacy – Fixed Fee Planning is \$1,250 per quarter. We do not have a minimum fee for hourly services.

## **Item 8 – Methods of Analysis, Investment Strategies and Risk of Loss**

**Asset Allocation:** We recommend clients take a long-term diversified approach to investing. To achieve this goal, we attempt to identify an appropriate ratio of equity securities, fixed income, real assets, and cash suitable to the client's investment goals and risk tolerance. In an attempt to diversify risk, we offer global portfolios that invest in domestic and international - stocks, bonds, and real estate. Primarily we use exchange-and traded funds (ETFs) and no load mutual funds rather than individual securities to provide diversification over multiple asset classes.

**Mutual Fund and/or ETF Analysis:** We look at the experience and track record of the manager of the ETF and mutual funds in an attempt to determine if that manager has demonstrated a persistent ability to invest successfully over a period of time and in different economic conditions. We also



look at the underlying assets in a ETF or mutual fund in an attempt to determine if there is a significant overlap in the underlying investments held in other funds in the client's portfolio. We utilize financial newspapers, journals, magazines, research reports and prospectuses to help guide our analysis. We also regularly attend investment and academic presentations and conferences.

**Review:** At a minimum, we review our investments quarterly. We also review our clients account quarterly and look to rebalance accounts when they are outside our recommended variance from the original allocation. We take into account market factors and market conditions before we rebalance back to the original allocation.

**Risk of Loss:** Our clients understand some investment decisions may result in a loss, including potential loss of the original principal invested. Each client must be able to bear the various risks involved in the investment of account assets, which may include market, currency, interest rate, liquidity, and operational or political risks. A further risk of a long term diversified approach is that the client may not participate in sharp increases in a particular security, industry, or market sector.

### **Item 9 – Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to the evaluation of us or the integrity of our management. We have no information applicable to this Item.

### **Item 10 – Other Financial Industry Activities and Affiliations**

Laurie Klein and Brook Anderson are licensed insurance agent through several insurance companies. As part of her holistic advice she may recommend insurance products and receive normal and customary commissions as a result of such purchases. Any potential to receive commissions will be disclosed before a purchase is made. The client is under no obligation to purchase any products recommended by her or through any particular insurance company.

### **Item 11 – Code of Ethics**

We have adopted a Code of Ethics for all persons of the firm describing our high standard of business conduct, and fiduciary duty to our clients. The Code of Ethics includes provisions relating to the confidentiality of client information, a prohibition on insider trading, a prohibition of rumor mongering, restrictions on the acceptance of significant gifts, and personal securities trading procedures.

Principals and employees who are CFP® designees or FPA members also adhere to the Certified Financial Planner Board of Standards Code of Ethics.

**Trading:** The principal and employees of our firm may own securities which are recommended to and purchased for our clients. Thus the Code of Ethics is designed to assure that the personal securities transactions, activities and interests of our employees will not interfere with (i) making decisions in the best interest of advisory clients and (ii) implementing such decisions while, at the same time, allowing employees to invest for their own accounts. Accounts may trade in the same securities on an aggregated basis when consistent with our obligation of best execution. In such circumstances, all accounts will share commission costs equally and receive securities at a total average price. We will retain records of the trade order and its allocation. Completed orders will be allocated as specified in the initial trade order.

**Privacy Policy:** A copy of our privacy policy notice is provided prior to or along with the execution of an engagement agreement. We will notify you annually of our privacy policy and at any time in advance if it is expected to change.

To ensure security and confidentiality, we maintain physical, electronic, and procedural safeguards to protect the privacy of your information.

You can find a copy of our Code of Ethics, Privacy Statement and Fiduciary Oath on our Website at [www.kaizenfa.com](http://www.kaizenfa.com) or you may request a copy via email [contactus@kaizenfa.com](mailto:contactus@kaizenfa.com).

## **Item 12 – Brokerage Practices**

**The Custodian/Brokers We Use:** Client assets must be maintained in an account at a “qualified custodian/broker”. We recommend that our clients use Charles Schwab & Co., Inc. (Schwab), a registered broker-dealer, member SIPC, as the qualified custodian/broker. Schwab will hold client assets in a brokerage account and buy and sell securities when we instruct them to. Even though we recommend that clients use Schwab as a custodian/broker for our client accounts, we are independently owned and operated and not affiliated with Schwab. Clients decide whether or not to open an account with Schwab.

**How We Select Brokers/Custodians:** We seek to recommend a custodian/broker who will hold client assets and execute transactions on terms that are, overall, most advantageous when compared to other available providers and their services. We consider a wide range of factors, including, among others:

- Capability to buy and sell securities for clients account
- Capability to facilitate transfers and payment to and from accounts
- Breadth of available investment products
- Availability of investment research and tools that assist us in making investment decisions
- Quality of services
- Competitiveness of the price of these services
- Reputation, financial strength and stability
- Prior service to us and our clients
- Availability of other products and services that benefit us, as discussed below,

**Client Brokerage and Custody Costs:** Generally, Schwab does not charge clients separately for custody services, but is compensated by charging commissions or other fees on trades that it executes or that settle into clients Schwab account. In addition to commissions, Schwab can charge a flat dollar amount as a “primebroker” or “trade away” fee for each trade that we have executed by a different broker-dealer but where the securities bought or the funds from the securities sold are deposited (settled) into the client’s Schwab account. These fees are in addition to the commissions or other compensation paid to the executing broker-dealer. Because of this, in order to minimize trading costs, we have Schwab execute most trades for our client accounts. We have determined that having Schwab execute most trades is consistent with our duty to seek “best execution”. Best execution means the most favorable terms for a transaction based on all relevant factors, including those listed above (see “*How We Select Brokers/Custodians*”).

**Products and Services Available From Schwab:** Schwab Advisor Services™ (formerly called Schwab Institutional®) is Schwab's business serving independent investment advisory firms like us. They provide us and our clients with access to institutional brokerage— trading, custody, reporting, and related services—many of which are not typically available to Schwab retail customers. Schwab also makes available various support services. Some of those services help us manage or administer our clients' accounts; while others help us manage and grow our business. Schwab's support services generally are available on an unsolicited basis (we don't have to request them) and at no charge to us as long as our clients collectively maintain a minimum value of assets with them.

Below is a more detailed description of Schwab's support services:

- **Services That Benefit Clients:** Schwab's institutional brokerage services include access to a broad range of investment products, execution of securities transactions, and custody of client assets. The investment products available through Schwab include some to which we might not otherwise have access or that would require a significantly higher minimum initial investment by our clients. Schwab's services described in this paragraph generally benefit clients and their accounts.
- **Services That May Not Directly Benefit Clients:** Schwab also makes available to us other products and services that benefit us but may not directly benefit our clients. These products and services assist us in managing and administering our clients' accounts. They include investment research, both Schwab's own and that of third parties. We may use this research to service all or a substantial number of our clients' accounts, including accounts not maintained at Schwab. In addition to investment research, Schwab also makes available software and other technology that:
  - Provide access to client account data (such as duplicate trade confirmations and account statements)
  - Facilitate trade execution and allocate aggregated trade orders for multiple client accounts
  - Provide pricing and other market data
  - Facilitate payment of our fees from our clients' accounts
  - Assist with back-office functions, recordkeeping, and client reporting
- **Services That Generally Benefit Only Us:** Schwab also offers other services intended to help us manage and further develop our business enterprise. These services include:
  - Educational conferences and events
  - Consulting on technology, compliance, legal, and business needs
  - Publications and conferences on practice management and business succession
  - Access to employee benefits providers, human capital consultants, and insurance providers

Schwab may provide some of these services itself. In other cases, it will arrange for third-party vendors to provide the services to us. Schwab may discount or waive its fees for some of these services or pay all or a part of a third party's fees. Schwab may also provide us with other benefits, such as occasional business entertainment of our personnel.

**Our Interest in Schwab's Services:** The availability of these services from Schwab benefits us because we do not have to produce or purchase them and as long as we maintain the minimum amount of client assets at Schwab. This could be construed as a potential conflict of interest because it may give us an incentive to recommend that clients maintain their accounts with Schwab, based on our interest in receiving Schwab's services that benefit our business, rather than based on the client's interest in receiving the best value in custody services and the most favorable execution of their transactions. We believe that our selection of Schwab as custodian and broker is in the best interests of our clients.

### **Aggregation of Client Trades**

To the extent that Kaizen provides investment management services to its clients, the transactions for each client account generally will be effected independently, unless Kaizen decides to purchase or sell the same securities for several clients at approximately the same time. Kaizen may (but is not obligated to) combine or "bunch" such orders to obtain best execution, to negotiate more favorable commission rates or to allocate equitably among Kaizen's clients differences in prices and commissions or other transaction costs that might have been obtained had such orders been placed independently. Under this procedure, transactions will be averaged as to price and will be allocated among clients in proportion to the purchase and sale orders placed for each client account on any given day. Kaizen shall not receive any additional compensation or remuneration as a result of such aggregation.

Kaizen employees are not registered representatives of Schwab or any other custodian/broker-dealer and do not receive any commissions or fees from recommending these services.

### **Directed Brokerage**

Some clients may instruct Kaizen to use one or more particular brokers for the transactions in their accounts. Clients who may want to direct Kaizen to use a particular broker should understand that this may prevent Kaizen from effectively negotiating brokerage compensation on their behalf. This arrangement may also prevent Kaizen from obtaining the most favorable net price and execution. Thus, when directing brokerage business, clients should consider whether the commission expenses and execution, clearance, and settlement capabilities that they will obtain through their broker are adequately favorable in comparison to those that Kaizen would otherwise obtain for its clients. Clients are encouraged to discuss available alternatives with their advisory representative.

## **Item 13 – Review of Accounts**

For those clients to whom Kaizen provides investment advisory services, account reviews will be conducted by Laurie Klein and Brook Anderson. At a minimum, we review the individual securities held in investment supervisory client accounts and client portfolios on a quarterly basis. Financial data is reviewed no less than annually with clients.

Kaizen may conduct account reviews on an other than periodic basis upon the occurrence of a triggering event such as a market correction, large deposits or withdrawals from an account, substantial changes in the value of a client's portfolio, change in the client's investment objectives, and client request.

## **Reports to Clients**

The account custodian provides trade confirmation and monthly statements to clients. Additional reports are available and will be provided as requested by the client.

## **Item 14 – Client Referrals and Other Compensation**

We do not receive any compensation or economic benefit for client referrals given or received. We do however receive an economic benefit from Schwab in the form of the support products and services it makes available to us and other independent investment advisors whose clients maintain their accounts at Schwab. These products and services, how they benefit us, and the related conflicts of interest are described above (see *Item 12 – Brokerage Practices*).

Laurie Klein and Brook Anderson are licensed agent with several life, disability and long term care insurance companies. As part of her holistic planning process she may offer insurance products and receive the normal and customary commissions as a result of such a purchase. This presents a conflict of interest to the extent the recommendation to purchase an insurance product may result in a commission being paid to her. The client is under no obligation to purchase any products recommended by her or through any particular insurance company. Any commissions that may be paid due to the recommendation and purchase of insurance products will be disclosed to the client.

## **Item 15 – Custody**

For Investment Advisory Services Clients, Schwab maintains actual custody of client assets. However, under government regulations, we are deemed to have custody of client assets if, the client authorizes us to instruct Schwab to deduct our advisory fees directly from the account or if the client grants us authority to move money from their account to another person's account.

Clients receive account statements directly from Schwab at least quarterly. Statements are sent to the client via the email or postal mailing address provided to Schwab. Clients should carefully review those statements promptly when they are received. We also urge clients to compare Schwab's account statements to the periodic account statements/portfolio reports that are received from us. Our statements may vary from custodial statements based on accounting procedures, reporting dates, or valuation methodologies of certain securities.

Most clients authorize us to deduct periodic investment advisory fees directly from one or more of their accounts managed by us. These deductions from a client account are shown on the statements sent from Schwab directly to the client. We encourage clients to review these statements carefully and compare the amounts on the Schwab statements with any statements we send and the fee schedule outlined in their Agreement. If you are not receiving at least quarterly custodial account statements, please contact us at the number on the cover page of this brochure.

## **Item 16 – Investment Discretion**

We usually receive discretionary authority from the client to select the identity and amount of securities to be bought or sold at the onset of an advisory relationship. In order to establish this authority, the client initials and signs the Investment Advisory Agreement as well as signs and initials a Limited Power of Attorney with Schwab that grants us the Limited Power to execute trades in the client's account(s). Such discretion is to be exercised in a manner consistent with the stated investment objectives for the particular client account.

When selecting securities and determining amounts, we observe the investment policies, limitations and restrictions of the clients for which it advises. Clients may restrict certain investments in their personal account (s); these restrictions must be provided to us in writing.

NOTE: When determining whether to engage Kaizen on a discretionary or non-discretionary basis, please note that trades for discretionary clients may be placed ahead of non-discretionary clients.

### **Item 17 – Voting *Client* Securities**

As a matter of firm practice, we do not have any authority to vote proxies on behalf of any of our clients. Clients retain the responsibility for receiving and voting proxies for any and all securities maintained in client portfolios. We may provide advice to clients regarding the clients' voting of proxies.

### **Item 18 – Financial Information**

Registered investment advisers are required in this Item to provide certain financial information or disclosures about our financial condition. We have no financial commitment that impairs its ability to meet contractual and fiduciary commitments to clients, and has not been the subject of a bankruptcy proceeding.

**Item 1 – Cover Page**

**Laurie L. Klein  
Kaizen Financial Advisors, LLC**

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800-321-5846

[www.kaizenfa.com](http://www.kaizenfa.com)

**Form ADV Part 2B**

**April 1, 2019**

This Brochure Supplement provides information about Laurie Klein that supplements the Kaizen Financial Advisors, LLC Brochure. You should have received a copy of the Brochure. Please contact us at 800-321-5846 or direct an email to [Laurie@KaizenFA.com](mailto:Laurie@KaizenFA.com) if you did not receive the Kaizen Financial Advisors, LLC Brochure or if you have any questions about the contents of this Supplement.

Additional information about Kaizen Financial Advisors also is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). Ms. Klein's CRD # is 4478848.

**Item 2 Education and Business Standards:** We require that individuals providing investment advice to clients on our behalf have a bachelor degree from an accredited college or university.

### **Education and Business Background**

**Laurie L. Klein, CFP® and ChFC®**

Born 1969

#### **Education after High School:**

- 06/1992 Bachelor of Arts degree in Economics from University of California at Santa Barbara
- 12/2004 City University, Bellevue, WA. – CFP Program
- 10/2010 The American College, Bryn Mawr, PA – ChFC Program

#### **Business Experience:**

- 10/2010 To Present Kaizen Financial Advisors, LLC – Managing Member and Investment Advisor Representative
- 05/2005 To 09/2010 Harvest Capital Advisors Inc. – Lead Advisor
- 10/2001 To 05/2005 American Express Financial Advisors – Financial Advisor
- 11/2000 To 08/2001 Blessing White – Regional Manager
- 04/1993 To 10/2000 Valberg Corporation – Vice President, Chief of Operations, and Controller.

Laurie Klein holds the Certified Financial Planner® (CFP®) issued by the Certified Financial Planner Board of Standards received in May 2005, Inc. and is a Chartered Financial Consultant (ChFC®) from The American College received in October 2010.

**CFP® (CERTIFIED FINANCIAL PLANNER™) Description:** The CFP® designation is issued by the Certified Financial Planner Board of Standards, Inc. A CFP® candidate must have a bachelor's degree or higher from an accredited college or university, and 3 years full-time personal financial planning experience. The candidate must complete a CFP-board registered program or hold one of the following: CPA, ChFC®, CLU, CFA, Ph.D. in business or economics, Doctor of Business Administration or an Attorney's License. CFP candidates must pass the CFP Certification Examinations. To maintain the designation s/he must attend at least 30 hours of continuing education every two years.

**ChFC® (Chartered Financial Consultant) Description:** The ChFC® designation is issued by The American College. A ChFC® candidate must 3 years full-time business experience within the five years preceding the awarding of the designation. The candidate must complete six core and two elective courses and pass a final proctored exam for each course. To maintain the designation s/he must obtain at least 30 continuing education credits every two years.



**Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to client's evaluation of each supervised person providing investment advice. No information is applicable to this Item.

**Other Business Activities**

As discussed in Item 14 of the ADV Part 2A, Laurie Klein is a licensed agent with several life, disability, and other insurance companies. In such a capacity, Laurie may offer insurance products and receive the normal and customary commissions as a result of such a purchase.

**Additional Compensation**

Other than as discussed above, Laurie Klein has no additional information relative to this item.

**Supervision**

Laurie Klein has no information applicable to this item.

**Item 1 – Cover Page**

**Brook Anderson  
Kaizen Financial Advisors, LLC**

777 108<sup>th</sup> Avenue NE, Suite 1880

Bellevue, WA 98004

800-321-5846

[www.kaizenfa.com](http://www.kaizenfa.com)

**Form ADV Part 2B**

**April 1, 2019**

This Brochure Supplement provides information about Brook Anderson that supplements the Kaizen Financial Advisors, LLC Brochure. You should have received a copy of the Brochure. Please contact us at 800-321-5846 or direct an email to [Laurie@KaizenFA.com](mailto:Laurie@KaizenFA.com) if you did not receive the Kaizen Financial Advisors, LLC Brochure or if you have any questions about the contents of this Supplement.

Additional information about Kaizen Financial Advisors also is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). Mr. Anderson's CRD # is 6566083.

**Item 2 Education and Business Standards:** We require that individuals providing investment advice to clients on our behalf have a bachelor degree from an accredited college or university.

**Brook Anderson**

Born 1969

**Education after High School:**

- 05/1992 Bachelor of Science degree in Civil Engineering from Washington State University, Minor in Business Administration
- 03/1997 Masters of Arts in Business Administration (MBA) from Seattle University
- 02/2005 Certified Public Accountant (CPA) from Washington State Board of Accountancy
- 10/2015 Series 65

**Business Experience:**

- 10/2015 To Present Kaizen Financial Advisors, LLC – Financial Advisor and Investment Advisor Representative
- 06/2013 To 02/2015 Eddie Bauer – Divisional Vice President of Financial Planning
- 02/2011 To 06/2013 Symetra Financial – Assistant Vice President of Business Development
- 10/2007 To 11/2010 BDA, Inc. – Director of Financial Planning and Analysis
- 04/1997 To 10/2007 Siemens Water Technologies – Corporate Finance Director

**Item 3 Disciplinary History**

Brook Anderson has no reportable disciplinary history.

**Item 4 Other Business Activities**

As discussed in Item 14 of the ADV Part 2A, Brook Anderson is a licensed agent with several life, disability, and other insurance companies. In such a capacity, Brook may offer insurance products and receive the normal and customary commissions as a result of such a purchase.

**Item 5 Additional Compensation**

Other than as discussed above in Item 4, Brook has no additional information relative to this item.

**Item 6 Supervision**

Brook Anderson is supervised by Laurie Klein. She reviews Mr. Anderson's work through frequent office interactions. Ms. Klein can be reached at 800-321-5846 or [Laurie@KaizenFA.com](mailto:Laurie@KaizenFA.com).