



## **WINDHAM CAPITAL MANAGEMENT, LLC**

200 Clarendon Street, 26<sup>th</sup> Floor  
Boston, Massachusetts 02116  
(617) 576-7360  
[www.windhamcapital.com](http://www.windhamcapital.com)

March 18, 2014

### **Item 1 – Cover Page**

This Brochure (Form ADV, Part 2A) provides information about the qualifications and business practices of Windham Capital Management, LLC. If you have any question about the contents of this Brochure, please contact us at (617) 576-7360 or [info@windhamcapital.com](mailto:info@windhamcapital.com). The information in this Brochure has not been approved or verified by the United States Securities and Exchange Commission (the “SEC”) or by any state securities authority.

Additional information about Windham Capital Management, LLC also is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

\* \* \*

Windham Capital Management, LLC is an investment adviser registered with the SEC. Registration of an investment adviser with the SEC does not imply any level of skill or training.

\* \* \*

Please keep a copy of this Brochure for your records.

## **Item 2 - Material Changes**

This Brochure, also known as Form ADV, Part 2A, has been prepared according to SEC rules relating to information that must be disclosed to clients and prospective clients of certain investment advisers, which include Windham Capital Management, LLC ("Windham Capital").

You may request a copy of the most recent version of this Brochure free of charge by contacting Sanaz Rafailzadeh at (617) 419-3902 or srafailzadeh@windhamcapital.com. The most recent version of this Brochure also is available on our website [www.windhamcapital.com](http://www.windhamcapital.com).

If you are a client of Windham Capital, you will receive an updated Brochure, including a summary of any material change since the Brochure's last annual update, within 120 days of the close of Windham Capital's fiscal year. Windham Capital's fiscal year closes on December 31, which means that you usually will receive an updated Brochure or the summary of material changes by April 30 of the following year. From time to time, we also may provide you with information that, as a client, could affect our advisory relationship with you. Any update of this Brochure or any information sent to you that could affect our advisory relationship with you will be sent without charge.

The date of the last annual update of this Brochure was March 22, 2013. There have been no material changes since that date. This Brochure includes revised amounts of Windham Capital's assets under management.

### Item 3 - Table of Contents

Item 1 – Cover Page .....	i
Item 2 - Material Changes.....	ii
Item 3 - Table of Contents .....	iii
Item 4 - Advisory Business.....	1
Item 5 - Fees and Compensation .....	2
Item 6 - Performance-Based Fees and Side-By-Side Management .....	3
Item 7 - Types of Clients.....	3
Item 8 - Methods of Analysis, Investment Strategies and Risk of Loss.....	4
Item 9 - Disciplinary Information .....	6
Item 10 - Other Financial Industry Activities and Affiliations .....	6
Item 11 - Code of Ethics, Participation or Interest in Client Transactions and Personal Trading .....	7
Item 12 - Brokerage Practices .....	8
Item 13 – Review of Accounts.....	9
Item 14 - Client Referrals and Other Compensation .....	10
Item 15 - Custody .....	10
Item 16 - Investment Discretion .....	10
Item 17 - Voting Client Securities.....	11
Item 18 - Financial Information .....	11

#### **Item 4 - Advisory Business**

Windham Capital Management, LLC ("Windham Capital") is a Massachusetts limited liability company that was organized in 1988. The principal owner of Windham Capital is Mark P. Kritzman.

##### *Investment Management and Advisory Services*

Windham Capital offers investment solutions that employ a risk-based asset allocation approach focused on constructing portfolios that are designed to perform well for a current risk regime. We identify the current "state of risk" (or risk regime) defined by our proprietary measures of market fragility (or systemic risk) and market turbulence. We construct regime-specific portfolios broadly diversified across global equities, global bonds, commodities and global real estate. When our measures indicate a shift to a new risk regime, we then transition to a new portfolio that has been designed to outperform for that environment. This approach is embedded with varying degrees of emphasis depending on the portfolio's objective.

For more information on Windham Capital's portfolios, see "Item 8 - Methods of Analysis, Investment Strategies and Risk of Loss," below.

All investment management and advisory services are provided through separately managed accounts held by banks, broker-dealers and other types of custodians. Windham Capital typically receives from a client discretionary investment management authority over the client's assets, or is requested to provide only portfolio recommendations and other advisory services, with the client retaining the responsibility to select the actual portfolio investments. In either case, a client may impose restrictions on investments in certain types of securities made by Windham Capital on its behalf or recommended by Windham Capital.

##### *Investment Consulting Services*

Windham Capital provides investment services to institutional investors that wish to retain investment discretion. Windham Capital also licenses to institutional investors (primarily broker-dealers, other investment advisers and trading customers of banks) software products for portfolio development.

All investment consulting services are tailored to the individual needs of clients. Windham Capital does not accept trading authority with respect to the securities for which it provides only investment consulting services.

\* \* \*

**Windham Capital Management, LLC**

Form ADV, Part 2A

March 18, 2014

As of March 12, 2014, Windham Capital managed on a discretionary basis approximately \$1.3 billion, and on an advisory (non-discretionary) basis approximately \$19 million.

## **Item 5 - Fees and Compensation**

### *Investment Management and Advisory Services*

Windham Capital charges each investment management and advisory services client a fee based on a percentage of the aggregate market value of the instruments in the client's account. For investment management accounts, that percentage is generally 1.00 percent per year. In certain cases, the client and Windham may negotiate a fee rate that is higher or lower, depending in whole or in part on the amount of assets to be managed, the amount and complexity of client-specific investment restrictions, and special reporting and other services agreed to with the client.

Windham Capital's investment management and advisory services fees typically are calculated quarterly, and are generally payable quarterly in advance. Windham Capital deducts investment management and advisory services fees from the assets in the client's account unless it agrees with the client to bill the client directly for fees incurred.

### *Investment Consulting Services*

Windham Capital charges each investment consulting services client a fee, the form and amount of which is determined by agreement between Windham Capital and the client.

### *Fees and Client Expenses, Generally*

All fees are agreed to prior to executing with a client an investment management or advisory agreement or an investment consulting agreement, and a client has the right to terminate any agreement prior to any subsequent increase in fees taking effect.

All fees charged by Windham Capital are exclusive of brokerage commissions, transaction fees, and other related costs and expenses, which shall be the responsibility of the client. A client may incur certain charges imposed by custodians, broker-dealers and other third parties, such as a custody fee, deferred sales charges, odd-lot differentials, transfer taxes, wire transfer and electronic fund fees, and other fees and taxes on brokerage accounts and securities and currency transactions.

All fees paid to Windham Capital for investment management and advisory services are separate and distinct from fees and expenses charged by investment funds, including exchange-

## **Windham Capital Management, LLC**

Form ADV, Part 2A

March 18, 2014

traded funds, to their shareholders. Those fees and expenses are described in each fund's prospectus or other offering materials. Those fees generally include a management fee paid to the fund's investment manager, other fund expenses, and a possible distribution fee. From time to time, a client could invest in a fund directly, without the services of Windham Capital. In that case, the client would not receive the services provided by Windham Capital. Those services are designed to, among other things, assist the client in determining which exchange traded funds or other funds are most appropriate to the client's financial condition and objectives. Accordingly, a client should review both the fees charged by the funds and the fees charged by Windham Capital to understand the total amount of fees to be paid by the client and to thereby evaluate the advisory services provided.

#### *Other Forms of Compensation Received By Windham Capital*

Windham Capital licenses to certain investors software products and receives a fee for those licenses.

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

Windham Capital is willing to enter into performance-based fee arrangements with clients on a negotiated basis. In those cases, clients may be charged performance-based fees (that is, fees based on a share of capital gains on, or capital appreciation of, the assets of a client) for investment management services. Concurrently managing accounts that are charged a performance fee and others that are not may create an incentive to favor the accounts being charged a performance fee. Windham Capital, however, uses instruments and strategies that are easily scaled, and thus, the risk of favoring one account over another is significantly reduced.

### **Item 7 - Types of Clients**

#### *Investment Management, Advisory and Investment Consulting Services*

Windham Capital provides investment management, advisory and investment consulting services, primarily to wealthy individuals and institutional investors, such as private foundations, family offices, charitable institutions and endowments, as well as government agencies. Windham Capital generally requires each investment management client to maintain in its account a minimum of \$1,000,000. Windham Capital provides investment advisory services to other investment advisers for use with their clients. Windham Capital generally

### **Windham Capital Management, LLC**

Form ADV, Part 2A

March 18, 2014

does not require those investment advisers to maintain a minimum aggregate account balance.

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

### *Methods of Analysis and Investment Strategies*

#### Investment Management and Advisory Services

Windham Capital offers investment solutions that employ a risk-based asset allocation approach focused on constructing portfolios that are designed to perform well for a current risk regime. We identify the current “state of risk” (or risk regime) defined by our proprietary measures of market fragility (or systemic risk) and market turbulence. We construct regime-specific portfolios broadly diversified across global equities, global bonds, commodities and global real estate. When our measures indicate a shift to a new risk regime, we then transition to a new portfolio that has been designed to outperform for that environment. This approach is embedded with varying degrees of emphasis depending on the portfolio’s objective.

Windham Risk Regime Portfolio is a globally diversified portfolio that employs risk regime investing with the widest freedom to trade across asset classes and adjust the level of investment risk over time.

The Windham Investment Portfolios seek to provide strategic diversification, risk control and lower expenses across a broad range of global asset classes. These comprehensive investment solutions are suitable to each investor’s risk tolerance, return requirements and tax profile. In risk regimes that are defined by high levels of market fragility and turbulence, we will position the portfolios more defensively for downside protection. There are five diversified portfolios in a range of risk preferences: conservative, conservative plus, moderate, moderate plus, and aggressive. In addition to the diversified portfolios, Windham Capital’s Multi-Asset Income Portfolio is a portfolio of income-producing assets that also seeks capital appreciation through risk-based asset allocation adjustments.

The Windham Single-Strategies are designed for investors seeking active exposure to equities, fixed income or alternatives separate from, or combined with, a broader diversified portfolio. Each offers sub-asset class diversification, active risk management and rigorous ETF selection, aimed at generating higher returns through various risk regimes.

#### Investment Consulting Services

Windham Capital's investment consulting services involve the development highly individualized strategies based on the needs of the client.

#### *Risk of Loss*

#### Investment Management and Advisory Services and Investment Consulting Services

A client account managed or advised by Windham Capital generally is subject to the same risks that apply to the underlying investments in the exchange-traded funds in which the account is invested. The following is a summary of the principal risks of investing in equity securities, debt securities, foreign securities, alternative investments and cash and cash-equivalent investments.

- Equity Securities. Equity share prices may fall because of general weaknesses in the financial markets, weaknesses with respect to a particular industry in which the investor has a significant holding, or weaknesses associated with one or more specific companies in which the investor may have a substantial holding. In addition, small-cap stocks tend to be more volatile than large-cap and mid-cap stocks, and growth stocks tend to be more volatile than value stocks.
- Debt Securities. The value of debt securities may fall because of increases in interest rates, deteriorating credit quality, the lack of market liquidity, the risks associated with rapid changes in interest rates, the risks associated with extended periods of very low interest rates and, with respect to asset-backed securities, the risks that the underlying securities will be prepaid or not paid as quickly as expected.
- Foreign Securities. The value of foreign securities may fall because of lost investor confidence caused by unavailable or limited financial information on foreign issuers, or the difficulty of investors to sell their foreign securities or protect their investments. Foreign securities also tend to be adversely affected by local or regional political and economic developments, as well as changes in exchange rates, and the inconvertibility of local currency into U.S. dollars. For emerging market securities, these risks tend to be greater than for securities of issuers located in more developed countries.

**Windham Capital Management, LLC**

Form ADV, Part 2A

March 18, 2014



- Alternatives. The value of alternative investments may fall because of default, mispricing or improper valuations, or changing investor expectations. Investments in real estate tend to be very sensitive to movements in interest rates, and investments in commodities tend to be very sensitive to inflation rates and changes in currency rates.
- Cash and Cash-Equivalent Investments. The value of cash-equivalent investments may fall because of rapid increases in exchange rates, prolonged low short-term interest rates, and concentrated exposure to those financial institutions that have issued cash-equivalent instruments.

\* \* \*

Additional information concerning the risks associated with Windham Capital's investment strategies is available to clients and potential clients upon request.

All investments in securities and other financial instruments involve a risk of loss, which clients should be prepared to bear.

## **Item 9 - Disciplinary Information**

Windham Capital is not, and has not been, subject to any legal or disciplinary event that is material to a client's or a potential client's evaluation of Windham Capital's investment management, advisory or consulting businesses or the integrity of its management.

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

### *Other Financial Industry Activities*

Windham Capital currently is registered with the Commodities Futures Trading Commission as a commodities trading adviser and commodity pool operator, and is a member of the National Futures Association ("NFA"). Mark Kritzman and Scott Carleton are registered with the NFA as associated persons of Windham Capital.

**Windham Capital Management, LLC**

Form ADV, Part 2A

March 18, 2014

### *Affiliations*

Windham Capital is a partner of State Street Associates. The other partners of State Street Associates are State Street and FDO Partners, LLC. Windham Capital is not otherwise affiliated with State Street or FDO Partners, LLC.

State Street Associates prepares investor behavior research based on institutional investment flows in the equity, fixed income and currency markets and portfolio and risk management research with respect to global asset allocation, portfolio construction and optimization and currency risk hedging.

## **Item 11 - Code of Ethics, Participation or Interest in Client Transactions and Personal Trading**

### *Code of Ethics*

Windham Capital has adopted a Code of Ethics for all of its partners and employees describing its high standard of business conduct and their fiduciary duties to its clients. The Code of Ethics includes provisions relating to the confidentiality of client information, a prohibition on insider trading, restrictions on the acceptance of significant gifts and the reporting of certain gifts and business entertainment items, and personal securities trading procedures. All partners and employees at Windham Capital must acknowledge the terms of the Code of Ethics annually. Windham Capital will provide a copy of the Code of Ethics to any client or prospective client upon request. If you would like a copy, please contact Sanaz Rafailzadeh at (617) 419-3902 or [srafailzadeh@windhamcapital.com](mailto:srafailzadeh@windhamcapital.com).

### *Participation or Interest in Client Transactions and Personal Trading*

Windham Capital's partners and employees may from time to time trade in securities that Windham Capital also may recommend to its clients. As Windham Capital invests client assets almost exclusively in exchange-traded funds with significant net assets, the personal trading of Windham Capital's partners and employees does not create a material conflict of interest with Windham Capital's clients. Notwithstanding, Windham Capital's personal trading policies prohibit any partner or employee from buying or selling a security during the period in which Windham Capital has any type of open order in the security. In addition, it is against Windham Capital's policies for Windham Capital or any of its partners or employees to take an opposite position on a recommendation to a client, or to buy and sell for themselves securities that Windham Capital recommends to clients.

## **Windham Capital Management, LLC**

Form ADV, Part 2A

March 18, 2014

## **Item 12 - Brokerage Practices**

Windham Capital participates in the Schwab Institutional services program offered to independent investment advisers by Charles Schwab & Company, Inc. ("Schwab"), and the Fidelity Investments Institutional Brokerage Group program, sponsored by Fidelity Brokerage Services, LLC ("Fidelity"). Windham Capital generally recommends that clients participate in the Schwab or Fidelity brokerage programs for custody of client's assets and execution of trades in exchange-traded funds and other securities transactions, although Windham Capital accepts clients who use other broker-dealers. Schwab and Fidelity are broker-dealers registered with the SEC and members of the Financial Industry Regulatory Authority, Inc. Neither Schwab nor Fidelity is affiliated with Windham Capital.

### *Directed Brokerage*

As Windham Capital will not request the discretionary authority to determine the broker-dealer to be used or the commission rates to be paid in these situations, clients must direct Windham Capital as to the broker-dealer to be used. In directing the use of a particular broker-dealer, Windham Capital does not have authority to negotiate commissions among various broker-dealers or obtain volume discounts. In those circumstances, Windham Capital is not always able to achieve most favorable execution of client transactions. Not all investment advisers require clients to direct the use of specific broker-dealers.

### *Soft Dollar Practices*

Windham Capital receives through the Schwab and Fidelity brokerage programs direct access to real-time client accounts, electronic download of trades, balances and positions, and the ability to directly debit client fees. Each of Schwab and Fidelity also facilitates Windham Capital's trade execution and allocates aggregated Windham Capital's trade orders for multiple client accounts, as well as provides research, pricing and other market data and assists Windham Capital with its back-office functions, record keeping and client reporting. That research, as well as those products and services, is used by Windham Capital to service all of its investment management accounts, not just those accounts that actually paid for the benefits.

Schwab and Fidelity also offer other services intended to help Windham Capital manage and develop its business enterprise. These services include: compliance, legal and business consulting; publications and conferences on practice management and business succession; and access to employee benefits providers, human capital consultants and insurance providers. Schwab and Fidelity from time to time make available, arrange and/or pay third-party vendors for the types of services rendered to Windham Capital. Schwab and Fidelity may discount or waive fees they would otherwise charge for some of these services or pay all or a part of the fees of a third-party providing these services to Windham Capital.

## **Windham Capital Management, LLC**

Form ADV, Part 2A

March 18, 2014

When Windham Capital uses client brokerage commissions to obtain research or other products or services, it receives a benefit because it does not have to produce or pay for the research, product or services. In addition, Windham Capital has an incentive to recommend a broker-dealer based on its interest in receiving the research or other products or services, rather than on its clients' interest in receiving most favorable execution. In light of this conflict of interest, Windham Capital regularly reviews the Schwab and Fidelity brokerage programs to determine whether its recommendations of those programs are consistent with its fiduciary duties to its clients.

### **Item 13 – Review of Accounts**

#### *Account Review*

All client accounts periodically are monitored by Windham Capital's investment management team. For each account, the investment management team conducts the following review:

- At least once per quarter, the investment management team will review whether Windham Capital's investment strategy for the client conforms to the client's investment objectives as specified in the client's agreement with Windham Capital; and
- The investment management team will review the client's portfolio more frequently if it believes that there have been material changes in market factors or if the client has advised Windham Capital of changes in the client's investment objectives or policies.

#### *Client Reports*

Each client of Windham Capital receives quarterly written statements, unless Windham Capital and the client agree to statements provided more or less frequently. Statements include a summary of the client's investment portfolio, valuation information and trading activity and, if investment management or advisory fees are deducted, the amounts of those fees and how those amounts were calculated. From time to time, Windham Capital also may include or send separately economic updates and market news. A client may request that Windham Capital provide custom account reports, and Windham Capital tries to accommodate those requests within reason. A client also may have access to current historical information on its portfolio holdings, trading activity, valuations of individual securities and other information in account statements provided by the managed account's custodian.

### **Windham Capital Management, LLC**

Form ADV, Part 2A

March 18, 2014

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

### *Client Referrals*

Windham Capital compensates two unaffiliated financial institutions for client referrals. Compensation is payable by Windham Capital only if the referred investor becomes a client of Windham Capital. Compensation is based on a percentage of the fees paid by the client. If the financial institution refers an investor to Windham Capital, the financial institution is required to deliver to that investor a document disclosing, among other things, that it has referred the investor to Windham Capital, that it will be receiving compensation from Windham Capital, and how that compensation will be determined.

### *Other Compensation*

Not applicable.

## **Item 15 - Custody**

Windham Capital does not have custody of any client asset that it manages, and all assets are held by a bank, broker-dealer or other type of custodian. Clients should receive at least quarterly statements from the custodian that holds and maintains client's investment assets. Windham Capital urges clients to review those statements carefully and compare them to the account statements that Windham Capital provides. Windham Capital's statements may vary from custodial statements based on accounting procedures, reporting dates or valuation methodologies of certain securities.

## **Item 16 - Investment Discretion**

When providing investment management services to a client, Windham Capital usually receives discretionary authority from the client at the outset of the advisory relationship. That authority typically authorizes Windham Capital to select the identity and amount of securities to be bought or sold. When providing investment advisory services to a client, the client usually retains authority to select investments for its portfolio. In all cases, however, such discretion is to be exercised or advice given in a manner consistent with the stated investment objectives for that particular client account. Moreover, when selecting securities and determining amounts, Windham Capital observes the investment policies, limitations and restrictions agreed to by Windham Capital and the client and which form part of the client's investment management or

**Windham Capital Management, LLC**

Form ADV, Part 2A

March 18, 2014

advisory agreement with Windham Capital. With respect to investments in shares or exchange-traded funds, Windham Capital's authority to purchase securities on behalf of clients is limited by certain federal securities and tax laws.

#### **Item 17 - Voting Client Securities**

Windham Capital requests that clients reserve the right to vote proxies of securities held in their accounts, and clients typically reserve that right. Windham Capital, however, has adopted a Proxy Voting Policy, a copy of which is available upon request. Should Windham Capital vote any proxy for one or more of its clients, it shall keep a record of the manner in which the proxy was voted and it shall make that record available to its clients upon request.

#### **Item 18 - Financial Information**

Windham Capital has no financial commitment that impairs its ability to meet contractual and fiduciary commitments to clients, and it has not been the subject of a bankruptcy proceeding.