

Part 2A – Form ADV

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This brochure provides information about the qualifications and business practices of Foster Dykema Cabot & Co., Incorporated. If you have any questions about the contents of this brochure, please contact us at 617-423-3900. 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.

Additional information about Foster Dykema Cabot & Co., Incorporated also is available on the SEC's website at www.adviserinfo.sec.gov.

Foster Dykema Cabot is a registered investment advisor but registration does not imply a certain level of skill or training.

Item 2: **Material Changes**

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Item 4: **Advisory Business**

Foster Dykema Cabot (FDC) provides private wealth management services to families and individuals, including trusts and estates. We have also provided investment advice to a limited number of pension, profit sharing plans and non-profit entities as well as corporations and other business entities. The firm was established in 1967 and is majority owned by Elizabeth Braudis. In addition to investment management, we offer our clients financial planning advice and work closely with our clients' other trusted advisors, including accountants and attorneys, to provide a comprehensive and coordinated range of financial services. We also provide family office services at the request of some of the families we work with.

Our advice is tailored to the individual needs of clients. We determine appropriate investment guidelines for each client portfolio with the client's agreement, taking into account the client's age, their ability and willingness to take risk, their investment objectives, and their present and future cash needs. We attempt to be tax sensitive in our investment choices and will, for example, work with clients who come to our firm with an existing portfolio of securities to make changes over time rather than all at once. Although we believe we can do a better job for our clients if we are given complete discretion over investment decisions, clients may ask us not to invest in certain securities or types of securities.

In addition to investments in stocks, bonds and mutual funds, we also invest in alternative asset classes for qualified investors, including private equity and private real estate funds.

As of December 31, 2014, we managed \$1,081,671,656 in client assets on a discretionary basis and \$36,880,077 on a non-discretionary basis.

Item 5: **Fees and Compensation**

We are compensated for our services based on a percentage of the client's assets under management. Our standard fee schedule is as follows:

- 1% annually on the first \$5,000,000 of appraised market value.
- 0.8% annually on the next \$2,000,000 of appraised market value.
- 0.6% annually on the appraised market value above \$7,000,000.

In special circumstances fees may be negotiated. For example, charitable organizations may be offered a reduced fee schedule. Certain clients have requested that we provide special family office services for which we charge a separate, negotiated fee. We charge a separate, negotiated, fixed fee for estate administration. We may also provide financial planning and investment advice on a negotiated, fixed fee basis.

Where an employee of FDC serves as trustee for a client account, a separate trustee fee may be charged. These fees are negotiated on a case-by-case basis.

Our fees are payable in advance. In some circumstances, however, we do charge in arrears. We typically have the custodian bank holding client assets deduct fees from those assets on presentation of our bill but clients may request, instead, to be billed directly for fees incurred. Fees are calculated and payable four times each year, based upon the most recent quarterly appraisal of the client's account. Either a client or Foster Dykema Cabot (FDC) may terminate our services on thirty days' written notice. Upon termination, fees shall be prorated and any unearned portion credited to the client's account. For example, if a client has prepaid fees for the period January 1 to March 31 and then notifies FDC on January 15 that they wish to terminate use of FDC's services, we will pro-rate our bill for services incurred between January 1 and February 13, inclusive, thirty days after notice was received. We will refund the unearned fees for the period from February 14 to March 31.

In addition to our firm's advisory fee, clients will incur custodian bank fees, as well as brokerage and other transaction costs related to the purchase and sale of securities for their account. Please see the Brokerage section (Item 12) of this brochure for additional information.

Some investments we select for clients, such as mutual funds and private partnerships, will have additional fees charged by their respective managers. For example, mutual funds will deduct management fees and other charges from the investment returns or principal.

The client's custodian bank may charge custody and transaction fees to the client's account, in addition to the fees that FDC charges for its advisory services.

FDC's sole compensation is from the fees it receives from clients for the firm's services. Neither FDC nor its supervised persons receive compensation from third parties for the sale or recommendation of securities or other investment products, including asset-based sales charges or service fees from the sale of mutual funds. We try to be fee-sensitive for our clients and select investment products we believe will produce returns that justify any additional fees charged by the managers of underlying investments such as mutual funds or private equity funds.

Occasionally, FDC's supervised persons may receive token gifts or be invited to a luncheon, dinner, or sporting event by firms with which we do business. To avoid creating potential conflicts of interest with our fiduciary duty to clients, the value and frequency of these gifts is informally monitored by the firm's Chief Compliance Officer.

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

Neither FDC nor its supervised persons receive performance-based fees from clients (for example, fees based on a share of the capital appreciation of the client's assets).

Item 7: **Types of Clients**

Our clients are primarily individuals, families, and trusts. We require a minimum portfolio of \$3,000,000 of investable assets. This minimum may be waived at FDC's sole discretion.

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

FDC employs fundamental financial analysis to select the publicly traded investments we make for client portfolios. We think of ourselves as value-oriented investors. We look for investments that we believe are improperly priced by the markets and which may generate sufficient returns to compensate our clients for the risk of potential loss entailed with any investment as a result of investment-specific issues or broader market conditions. However, investing is inherently risky. Clients should be aware that there is the potential to lose some or all of their investments and clients should be prepared to bear such loss. Material risks include market risk and security-specific risk. Market risk involves conditions and events that affect all investments and cause broad market losses. Security-specific risk involves conditions and events that affect a specific investment, causing losses in that investment. In addition to these risks, there is also the risk that our firm may make mistakes in our assumptions and our analysis of companies and their financial information. These mistakes may cause us to overpay for investments resulting in a loss to clients.

In analyzing and evaluating private securities or private partnerships we prefer investing with managers who have a solid track record in previous partnerships. Typically, these managers will be referred to us and we evaluate the investment in terms of the diversification it provides, the skill set and experience of the management team, their track record and comparative advantage relative to other potential investments in the same strategy. Private securities and partnerships are illiquid and once we have committed client funds to the investment, clients have a legal obligation to meet future capital calls. Failure to meet any capital call may result in the loss of the entire investment. Material risks include investment-specific risk as well as market risk. Market risk involves conditions and events that affect all investments and cause broad market losses. Security-specific risk involves conditions and events that affect a specific investment, causing losses in that investment. In addition to these risks, there is also the risk that our firm may make mistakes in our assumptions and our analysis of companies

and their financial information. These mistakes may cause us to overpay for investments resulting in a loss to clients.

We actively manage client portfolios. We try to find investments that we will be comfortable holding for an extended period of time and try to avoid short-term trading. We primarily invest in publicly traded stocks, bonds, and mutual funds. The risk of investing in stocks includes adverse company-specific events or broader market and economic conditions that cause the price of a stock to decline resulting in the loss of some or all of your investment. The risks of investing in bonds include interest rate changes that cause the price of bonds to decline, defaults on interest payments by the bond's issuer, or bankruptcy of the issuer. The risk of investing in mutual funds includes but is not limited to a decline in value as the result of price declines of specific securities held by the mutual fund, poor investment choices by the fund's manager, or a change in the fund's management.

Our allocation to cash, bonds, and stocks or mutual funds in a client's account is governed by an investment allocation guideline that is selected in consultation with the client based on the client's investment objectives, their willingness and ability to take risk and their investment time horizon. FDC employs nine different investment guidelines: All Equity, Aggressive Growth, Long-Term Growth, Growth, Balanced Growth, Balanced Income, Capital Preservation, All Bonds, and Special Situation. Each guideline, with the exception of the Special Situation guideline, specifies an allocation range for cash, bonds, and public and private equities. Actual allocations can vary based on FDC's views of the market and available opportunities.

For qualified clients we also invest in private securities, including private equity and private real estate funds but these investments are only available to clients who meet minimum net worth requirements established by the Securities and Exchange Commission (SEC). FDC is the investment adviser for five pooled investment vehicles that invest in private securities: FDC Venture Partners, FDC Investment Partners I LLC, FDC Investment Partners II LLC, FDC Investment Partners III LLC, and FDC Investment Partners IV LLC. FDC receives no additional compensation from clients investing in these vehicles beyond our regular advisory fees, unless the client's assets under management by FDC fall below a minimum level as specified in the disclosure information for each vehicle.

Investing in any publicly traded or private securities involves risk and you may lose some and possibly all of your investment. Private securities, including FDC's pooled investment vehicles, in contrast to publicly traded securities, provide extremely limited liquidity and funds, once committed to these investments, are typically inaccessible for many years. Private securities are typically in the form of a partnership with a general manager. The general manager of the partnership has complete control over how the funds are invested. Once a client is committed to investing in a private security or private partnership, the client is contractually obligated to meet capital calls by the investment's managers. Failure to meet capital calls is likely to result in the client losing some or all

of their investment, regardless of the circumstance. In addition to broad-based market risk, private securities also entail the risk that the manager of the investment makes poor investment choices causing clients to lose some or all of their investment.

Item 9: **Disciplinary Information**

Neither FDC nor any of its management persons has been the subject of any legal or disciplinary events involving investments or an investment-related business.

Item 10: **Other Financial Industry Activities and Affiliations**

- A. Neither FDC nor any of its management persons are registered, or have an application pending to register, as a broker-dealer or a registered representative of a broker-dealer.
- B. Neither FDC nor any of its management persons are registered, or have an application pending to register, as a futures commission merchant, commodity pool operator, a commodity trading advisor, or an associated person of the foregoing entities.
- C. FDC has a material relationship with five pooled investment vehicles that we invest in for clients: FDC Venture Partners, FDC Investment Partners I LLC, FDC Investment Partners II LLC, FDC Investment Partners III LLC, and FDC Investment Partners IV LLC. FDC employees serve as the general partner for these pooled vehicles and FDC serves as the investment adviser to the manager of the pooled vehicles. Furthermore, members of FDC's management are invested alongside our clients as limited partners in these pooled vehicles. We do not believe that this relationship creates a material conflict of interest with clients and FDC does not receive additional compensation from the client's participation in these partnerships unless, in the case of FDC Investment Partners I LLC and FDC Investment Partners II LLC, the client's assets under management with FDC fall below a certain threshold as spelled out in the disclosure material for those partnerships.
- D. We occasionally recommend or select other investment advisors for our clients but we do not receive any direct or indirect compensation from them nor do we have any other business relationships with them that might create a material conflict of interest.

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

- A. FDC has a Code of Ethics for its employees that covers standards of business conduct, conflicts of interest, prohibition of insider trading, personal securities transactions, client confidentiality, recordkeeping requirements, and the firm's privacy policy. We will provide a copy of our Code of Ethics to any client or prospective client upon request.
- B. Neither FDC nor its related persons recommends to clients, or buys or sells for client accounts, securities in which the firm or one of its related persons has a material financial interest without disclosing that interest to the client. On rare occasions, clients will request that we purchase a security from them that the client considers worthless in order to establish a tax loss. To avoid potential conflicts of interest, such purchases are made only at a client's written request in order to establish a tax loss. As noted in Item 10 C above, members of FDC's management invest alongside clients as limited partners in the firm's pooled investment vehicles. This could cause us to encourage client participation in these funds when such participation is not in the client's interest. We address this potential conflict of interest by obtaining the client's direct approval to commit to an investment in these pooled vehicles. As noted in Item 10 C above, FDC only collects an additional management fee on client investments in these pooled vehicles under limited circumstances as spelled out in the disclosure material for those partnerships that is provided to potential investors prior to their making their commitment.
- C. FDC and its employees frequently invest in the same securities or related securities that we recommend to clients or buy or sell for client accounts. We believe we should "eat our own cooking." This practice can potentially raise conflicts of interest, for example, if an employee recommends the purchase for client accounts of securities they own personally or if the employee buys a security before our clients or sells a security that clients continue to hold. To address the potential for such conflicts we require employees recommending a security that they own personally to disclose that fact in advance to our investment committee. We also require employees buying or selling securities for their own accounts to obtain pre-clearance for those transactions, unless the transactions meet a limited number of exceptions that are spelled out in our firm's Code of Ethics.
- D. Employees may buy or sell the same securities at or near the same time we are buying or selling for our clients. The potential for conflicts of interest discussed in C above are magnified because of this. In order to prevent potential conflicts with our obligation to place the interests of our clients ahead of personal and firm interests, our policy is to place securities transactions for clients ahead of the personal transactions of our employees unless an employee's purchase or sale involves a de minimis transaction or for purchases and sales over which the FDC officer or staff member has no direct influence or control. For a complete listing

or our policies on personal securities transactions, please see our firm's Code of Ethics, which is available upon request.

Item 12: **Brokerage Practices**

We select broker-dealers to handle client securities transactions based on service, the efficiency of execution and settlement of transactions, the competitiveness of commission charges, and the usefulness of their in-house or third-party research to our investment decisions. In evaluating which broker-dealers to use in executing a particular trade, we try to consider all of these criteria, recognizing that trading creates costs for our clients. Selection of a broker according to these criteria may result in a commission higher than that which might be charged by another broker but only if we believe that the quality of the brokerage service and the value of the service, including research, compensate for the modest additional cost.

We accumulate so-called soft dollar benefits from client securities transactions placed with some broker-dealers. These soft-dollar benefits are used to acquire proprietary and third-party research we use in formulating investment strategies and evaluating investment decisions. Soft-dollar benefits typically increase the cost of trading for our clients by a modest amount per share in comparison to using execution-only services but we believe that the value of the proprietary and third-party research acquired through the use of these soft-dollar benefits outweighs the additional cost. FDC benefits from using soft-dollars to acquire investment research because it lowers our costs by not having to otherwise produce or pay for this research. The use of soft-dollars may create a potential conflict of interest if we select a particular broker-dealer based on our interest in their research rather than focusing exclusively on our clients' interest in receiving most favorable execution. We try to balance the additional costs that our use of soft-dollar commissions imposes on our clients against the benefits received from the investment research acquired using those soft-dollar commissions. Research acquired through soft-dollars benefits all of our clients, not only the clients whose securities transactions generated the soft-dollar benefits.

We effect securities transactions for our clients through a limited number of broker-dealers and the research services derived from each broker-dealer are equally available for the benefit of all clients. To minimize conflicts of interest in selecting a particular broker-dealer for securities transactions, we only use broker-dealers who agree to FDC's standard commission rates. After taking into consideration the size of a particular trade and expected execution efficiency provided by a broker-dealer, we allocate securities transactions to broker-dealers based on an annual commission target we establish each year to pay for the proprietary and/or third-party research provided to us by that particular broker-dealer.

We do not pay broker-dealers for client referrals or consider client referrals in our selection of broker-dealers for securities transactions.

Under the terms of our investment advisory agreement with clients, there are no limitations on FDC's authority to determine securities to be bought, sold, the amount to be bought or sold, the broker to be used or the commission to be paid. If a client directs that a specific broker-dealer be used on a regular basis to effect transactions in the client's account, FDC will strive to comply. However, clients directing brokerage should be aware that this may prevent FDC from achieving most favorable execution of client transactions. Directing brokerage may cost clients more money. For example, in a directed brokerage account, the client may pay higher brokerage commissions because FDC may not be able to aggregate orders to reduce transaction costs, or the client may receive less favorable prices.

If we have chosen to purchase or sell a particular security across all client accounts at the same time, where practical we try to batch (aggregate) such purchases and sales to further reduce costs to our clients. However, we may not always batch trades when we otherwise could have and this could result in costs to clients that are higher than they would otherwise be.

Item 13: **Review of Accounts**

Client accounts are formally reviewed at least twice each year by at least one member of FDC's Investment Team. Additional reviews may be triggered by client requests for information, changes in client situation, changes in prospects for the economy, changes in financial markets or changes in specific securities held in a client's portfolio.

Our firm provides clients with a printed report on their investment holdings four times each year. The report lists the public and private securities managed for the client by FDC or other investment advisors whose work the client has asked FDC to oversee. Our report to clients is accompanied by a letter containing client-specific information. We also regularly write and enclose essays on investment-related topics that we think will be of interest to our clients.

In addition to reports from FDC, clients will receive monthly or quarterly account statements directly from their custodian bank that detail the client's investment holdings and activity in the account since the custodian's last report.

Item 14: **Client Referrals and Other Compensation**

The only source of compensation received by FDC and its employees for the investment advice or other advisory services we provide to clients is the fees we receive from our clients.

FDC does not directly or indirectly compensate any person who is not an employee of the firm for client referrals. Employees of FDC can receive a portion of the annual fee for referring a client to the firm.

Item 15: **Custody**

FDC is deemed by the SEC to have custody of the funds and securities of some of our clients. As a registered investment adviser, we are required by the SEC to maintain all client funds and securities with a bank, broker-dealer, or other qualified custodian. In addition to receiving quarterly reports from FDC, clients will receive monthly or quarterly statements from the qualified custodian that holds their funds and securities. Clients should carefully review all statements received from the qualified custodian. We encourage clients to compare the reports they receive from FDC with the statements they receive from the qualified custodian.

Item 16: **Investment Discretion**

FDC's investment advisory contract, which we require clients to sign prior to our firm assuming investment management responsibility, specifies that the firm has discretionary authority to manage securities accounts on behalf of our clients. Clients may request that FDC not purchase certain securities or groups of securities for their accounts and we will strive to comply with such requests. For example, a client may request that we not purchase tobacco stocks for their account. Clients may also request that FDC avoid whenever possible taking capital gains when selling securities. However, clients should realize that such requests may result in lower investment returns than would otherwise be the case and our firm discourages clients from limiting our investment discretion.

Item 17: **Voting Client Securities**

It is the policy of FDC to vote proxies for those accounts over which we have been granted investment authority. Our firm will use reasonable measures, such as the analysis of shareholder and management proposals, to ensure that all proxies are voted in your best interest, and in accordance with our fiduciary duties, contractual obligations, and SEC rules applying to proxy voting. FDC will generally vote with management on routine matters related to the operation of the company or mutual fund and which are not expected to have a significant economic impact on the company and/or shareholders. For example, we will generally vote for approving the auditors recommended by management. We will generally vote against management for proposals that we believe not to be in the best interests of the company and/or shareholders. For example, we will

generally vote against so-called poison pill proposals. FDC has written proxy voting guidelines that are available on request.

Clients may request that FDC vote a proxy for a security they own in a specific manner and may also obtain information from FDC about how we voted their securities. Such requests should be directed to a member of the client's FDC account team.

In the event that a material conflict of interest may arise as a result of FDC voting the proxy for a specific corporation, FDC will take measures to ensure that these conflicts are resolved in our clients' best interest. FDC may take one or more of the following actions if a material conflict of interest was found to exist: (1) seek the advice of an independent third party to determine how the proxy should be voted; (2) disclose the conflict to the client and obtain their consent prior to voting; or (3) request that the client vote the proxy.

Item 18: **Financial Information**

Not applicable

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