



Revised 3/30/07

**BOLEN | DODSON & Associates**  
**7003 Chadwick Drive, Suite 350**  
**Brentwood, TN 37027**  
**(615) 242-3808 (O)**  
**(615) 268-9531 (M)**  
**www.BolenDodson.com**

## **GENERAL INFORMATION & DISCLOSURE BROCHURE**

BOLEN | DODSON & Associates (BDA, us, we), is registered with the Securities Exchange Commission and has been in business as investment advisor since 2003.

### **Personnel**

The President of BOLEN | DODSON & Associates is Robert V. Bolen, CFA, CFP®. Born in 1955, Mr. Bolen has 20 years of experience in the investment industry. He was employed as a securities analyst from 1986-2000, primarily with J.C. Bradford & Co from 1989-2000. During 2000 and 2001, he served as the Chief Financial Officer of a private software company. He joined Merrill Lynch in early 2002 as a financial advisor where he remained until starting Bolen Asset Management in October 2003. Bolen Asset Management merged with Lori A. Dodson & Associates in August 2006 when the firm began doing business as BOLEN | DODSON & Associates. Mr. Bolen graduated Magna Cum Laude from Western Kentucky University in 1983 with a Bachelor of Science degree in accounting and graduated Suma Cum Laude from Indiana University in 1986 with a Master of Business Administration in Finance and Management. He earned his Chartered Financial Analyst designation in 1988 and his Certified Financial Planner designation in 2002. Mr. Bolen is Past President and member of the Middle TN Chapter of the Financial Planning Association (FPA), a member of the CFA Institute and the National Association of Personal Financial Advisors (NAPFA). He is a member of Grace Chapel Church in Franklin, TN and is actively engaged in community affairs.

Lori A Dodson, CPA, CFP® has over 24 years experience as a financial advisor. Ms. Dodson has been the owner of Lori A. Dodson and Associates, LLC since 1995. Prior to that she was employed as financial manager with Kraft CPA's for 13 years. Ms. Dodson has a Master of Business Administration degree from Vanderbilt's Owen School of Management with majors in accounting and finance. As well, she received a Masters of Science in Social Work from the University of Tennessee, a Master of Arts in English from George Peabody College, Vanderbilt University, and a Bachelor of Science in English and Education from Fitchburg State College, Massachusetts. Ms. Dodson is a member of the Middle TN Chapter of the Financial Planning Association (FPA) and of the National Association of Personal Financial Advisors (NAPFA).

## How We Operate (fees)

We provide investment management, advisory and financial planning services. As an investment manager, we manage your account for a percentage of the assets under our management.

Additionally, we may select and monitor other money managers on your behalf. The annual fee ranges from 0.5% to 2.0%, depending on the size and complexity of your account. The fee is paid quarterly, in advance, at the end of each quarter. If you wish to terminate our association, you may do so at any time and we will pro-rate charges.

As a financial planner, we charge from \$500 to \$10,000 for a written financial plan depending on complexity and up to \$250 per hour for consultations. Exact fees depend on the complexity of your personal situation. We will give you advice on your financial concerns, including, but not limited to: priorities, strategies, goals, objectives, investments and investment time horizons, risk and loss tolerance, taxes, insurance, retirement and estate planning. You are the sole determinant of how many hours of financial counseling you will need, and you can terminate our services at any time.

If you want us to recommend a custodian, the recommendation is based on the custodian's costs, skills, reputation, dependability and compatibility with you, and not upon any financial agreement between the recommended custodian and us.

## General Information

Most of our clients are individuals, but we also work with pension plans, businesses, charities and trusts & estates. We give advice on- but do not necessarily recommend- all types of securities, ranging from government bonds through mutual funds to commodities. We engage in fundamental and technical security analysis. Our main sources of information are research materials prepared by others, corporate rating services, annual reports, SEC filings and company press releases. Our investment strategy is investing for the long term, occasionally for the short time.

On occasion, we may buy or sell securities that we recommend to you. There is no conflict of interest as the securities we recommend are widely held and publicly traded and we are too small an advisor/investor to affect the market and we always place your interests ahead of our own interests.

We review managed accounts regularly. Accounts at other money managers, if any, are reviewed when we get their statements- usually quarterly. We may, but are not required to, issue quarterly statements for you. You will get statements directly from your custodian, broker/dealer, mutual funds and other money managers, as appropriate.

We do not earn sales commissions by selling securities or insurance products. We do not compensate anyone, either directly or indirectly for client referrals.

When we manage your accounts on a discretionary basis, we limit our discretionary authority by prohibiting ourselves from withdrawing funds and/or securities from your accounts. Investment guidelines are established by mutual agreement in writing at the start of the client relationship. Discretionary transactions are limited to stocks & bonds, exchange traded funds, mutual funds, government securities and when appropriate, options.

## **Proxy Voting Procedures**

During the account opening process, clients have the option of electing Bolen | Dodson & Associates to vote proxies for securities in client accounts. For all such accounts, BDA will vote company proxies in accordance with its fiduciary obligations and its Proxy Voting Policies and Procedures. These Proxy Voting Policies and Procedures contain guidelines that BDA follows in order to minimize conflicts of interest and to ensure that it votes proxies in a manner consistent with the best interests of its clients. Unless BDA makes an affirmative decision to the contrary,

BDA votes proxies as the Board of Directors of a company recommends. Clients can obtain a complete copy of BDA's Proxy Voting Policies and Procedures, as well as ascertain how particular proxies were voted, by contacting our office at 615-790-0765.

## **Privacy Policy**

At Bolen | Dodson & Associates, we do not disclose nonpublic personal information about our clients or former clients except as permitted by law. We restrict access to client's personal and account information to those employees who need to know that information to service the client's account. BDA maintains physical, electronic and procedural safeguards to protect its clients' nonpublic personal information.

## **Real Estate Investments**

On a personal basis, the President and employees of Bolen | Dodson & Associates may participate as investors in one or more real estate investments. In its role as Financial Planner, BDA may include real estate as part of its investment recommendations to clients. Clients who wish to adopt BDA's recommendations enter into the investments directly or via a custodian.

Direct real estate investments are NOT made on a discretionary basis by BDA.

## **Code of Ethics**

Bolen | Dodson & Associates maintains a Code of Ethics, which applies to all principals and employees, designed to ensure that BDA conducts its business with the highest level of ethical standards and in keeping with its fiduciary duties to its clients. According to its Code of Ethics, BDA has a duty to exercise its authority and responsibility for the benefit of its clients, to place the interests of its clients first, and to refrain from having outside interests that conflict with the interests of its clients. BDA has adopted policies and procedures imposing certain conditions and restrictions on transactions for the accounts of BDA's employees. BDA has imposed restrictions upon its principals and employees in connection with the purchase or sale, directly or indirectly, for their own accounts or accounts controlled by them, of securities recommended to or purchased for clients. Trading ahead of client orders is strictly prohibited. Employees of

BDA are permitted to own or purchase investment securities which are also held in client portfolios provided they conduct their personal trading in a manner that does not create an actual or potential conflict of interest with a client or otherwise take unfair advantage of the client relationship. BDA employees are prohibited from taking action or failing to take action for personal benefit rather than for a client's benefit, and from using their knowledge of clients' transactions for personal profit. A copy of BDA's Code of Ethics is available upon request.

## Acknowledgements

This is to acknowledge that I/We have read and understood this General Information & Disclosure Statement for Bolen | Dodson & Associates. I/We have also received a copy of Bolen | Dodson & Associates Privacy Policies and Procedures.

X \_\_\_\_\_ Date \_\_\_\_\_

X \_\_\_\_\_ Date \_\_\_\_\_

X \_\_\_\_\_ Date \_\_\_\_\_

Bolen | Dodson & Associates