

# Part 2A: Firm Brochure

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This brochure provides information about the qualification and business practices of [Metropolitan Capital Strategies, LLC](#). If you have any questions about the contents of this brochure, please contact us at [571-379-8586](tel:571-379-8586) or by email at [info@mcsmgr.com](mailto:info@mcsmgr.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.

Additional information about [Metropolitan Capital Strategies, LLC](#) is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

**March 28, 2011**

# Material Changes

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## Annual Update

Metropolitan Capital Strategies, LLC is providing this information as part of our annual updating amendment which contains material changes from our last annual update. This section discusses only material changes since the last annual update which most recently occurred on March 2010.

## Material Changes since the Last Update

The Securities and Exchange Commission adopted amendments to Part 2 of Form ADV effective October 2010. The newly revised Part 2 consists of Part 2A (the "Brochure") and Part 2B (the "Brochure Supplement"). Each update of the Brochure must now include a summary of all material changes since the last annual update.

This Brochure, dated March 28, 2011 is materially different in structure and contains certain new information that our previous brochure did not require. However, there have not been any material changes to Metropolitan Capital Strategies, LLC since the last updated brochure dated March 2010.

## Full Brochure Availability

The Firm Brochure for Metropolitan Capital Strategies, LLC is available by contacting 571-379-8586.

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## Advisory Business

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### Firm Description

Metropolitan Capital Strategies (“MCS”) is a limited liability corporation founded in April 2007. The firm is certified as a Woman-owned Business Enterprise in Virginia. Sharon Snow and David Schombert are the principal owners and have worked as a team for 9 years, originally at Citigroup Smith Barney and now at MCS. MCS’s only office is in Manassas, Virginia. All functions are carried out from this location. The firm currently has 5 full-time employees.

### Assets Under Management

As of December 31, 2010 MCS has \$87 million assets under discretionary management.

### Types of Advisory Services

The majority of the firm’s business is providing investment management services. MCS’s standard services are tailored to our client’s investment objectives. Clients cannot impose restrictions on investing in certain securities or types of securities.

MCS does maintain a small book of advisory clients, comprised of family members and close friends. These clients may have assets invested in the discretionary core strategies and other non-discretionary investments.

Metropolitan Capital Strategies has separate sub-advisory agreements with Lara, Shull, & May, LLC and Millford Advisors, LLC pursuant to which MCS provides investment advisory services to the management of certain clients accounts. Clients cannot impose restrictions for these types of relationships. Separate fees have been negotiated for these services.

The firm also runs a model portfolio for Foliofn. For these accounts, MCS will invest clients' assets in one model portfolio that MCS creates and trades through an online platform operated by FOLIOfn. FOLIOfn is a registered broker-dealer that is not affiliated with MCS.

## Wrap Fee Program

MCS participates in certain programs where a client enters into an agreement with MCS and a registered broker/dealer. The client is charged a combined fee (referred to as a “wrap fee”) based upon a percentage of the market value of the account, which generally covers all services for:

- selection of program;
- the investment advisers' fee to manage the client's portfolio on a fully discretionary basis;
- brokerage commissions and, in some instances, dealer mark-ups or mark-downs for the execution of trades by the designated broker;
- acting as custodian for the assets in the client's portfolio which also includes providing the client with trade confirmations and monthly statements;
- periodic evaluation and comparison of account performance; and
- continuing consultations on investment objectives.

MCS received a portion of this “wrap fee” for providing investment supervisory services. Wrap accounts are managed the same as all accounts managed by MCS.

# Fees and Compensation

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## Description

MCS's annual fee schedule is as follows for all managed products:

<u>Assets under Company Management</u>	<u>Annual Fee</u>
Less than \$500,000 of Assets.....	2.2% of Assets (.550% quarterly)
At least \$500,000 but less than \$3 million.....	2.0% of Assets (.500% quarterly)
At least \$3 million but less than \$10 million.....	1.9% of Assets (.475% quarterly)
More than \$10 million.....	1.8% of Assets (.450% quarterly)

MCS's annual fee schedule for advisory clients is as follows:

<u>Account Asset Value</u>	<u>Annual Fee</u>
Up to \$10,000,000.....	0.90%
Greater than \$10,000,000.....	0.50%

Fees may vary from applicable schedule above due to the particular circumstances of the client or as otherwise negotiated with particular clients. Fees for sub-advisory and institutional relationships are negotiated separately. Model portfolios are negotiated with the platform provider. The minimum fee may be waived for family. Fees are billed quarterly in advance. The applicable percentage used to calculate the fees is based upon the aggregate market value of the assets in a client's account or accounts on the last business day of the previous calendar quarter. Each client's related accounts will be combined to generate a lower aggregate management fee, as applicable. Related accounts may include the separate accounts of spouses, children, and parents, trusts of which any of these persons are the beneficiaries, as well as individual retirement accounts and other retirement plans. When an account is opened, MCS's management fee is determined for the remainder of the current quarterly period and is based upon the amount of funds initially deposited by the client. No adjustments are made to any fees for appreciation or depreciation in the market value of securities held in a client's account.

## Termination of Account

If the relationship between MCS and a client is terminated prior to the end of a calendar quarter, any unearned fee is refunded. The investment advisory relationship between MCS and each of its clients may be terminated by either party upon written notice.

## Direct Debit of Fees

A qualified independent custodian has custody of MCS clients' accounts. The custodian deducts the management fees due to MCS on a quarterly basis and pays such fees to MCS in advance of the calendar quarter directly from the client's liquid account balance. Clients cannot elect to be billed separately. Quarterly fee amounts are sent to the custodian the first business day after the end of the

quarter. Fee amounts are reviewed and verified and signed off by either the CEO or CIO prior to sending to the custodian who then debits the client accounts accordingly.

## Other Fees

In connection with MCS's services, clients may incur and are responsible for the fees charged separately by their custodian and/or broker-dealer. These fees may include, but are not limited to, custodial fees, transaction costs, fees for duplicate statements and transaction confirmations, brokerage commissions, annual fund expenses and fees for electronic data feeds and reports. See the Brokerage Practices section for more information.

# Performance-Based Fees

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MCS does not currently have any performance based fees, but in the future we are not opposed to discussing this with prospects.

# Types of Clients

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## Description

MCS currently provides investment management services to high net worth individuals, trusts and retirement plans.

Metropolitan Capital Strategies, LLC also provides investment advice to clients via its participation in Wrap Fee Programs at the following investment firms:

- Morgan Stanley Smith Barney
- Wells Fargo Advisors
- Royal Bank of Canada Wealth Management
- Fidelity
- Charles Schwab
- UBS



## Account Minimums

The minimum amount required to open an account for each product is as follows:

Product	Account Minimum
Tactical Growth	\$250,000
Tactical Moderate	\$100,000

# Methods of Analysis, Investment Strategies and Risk of Loss

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## Methods of Analysis

The MCS philosophy and approach to investing is unique compared to traditional money managers. We have two motivating principals that we express as quotations. The first quotation by Donald Trump is, “You have to think anyway, why not think big.” Our way of thinking big is to strive for a compounded annualized 15% return over any five year time frame. While we compare our returns with the MSCI World Index and the S&P 500, we are not focused on outperforming those benchmarks, but rather we are focused on our goal – achieving the 15% net annualized return over a five year investment cycle. The MCS approach is tactical, allowing us the flexibility to go anywhere in the market when we determine the risk is low, and when our confidence in achieving the returns is high. We express our confidence factor to enter the market as 90% or greater as defined by our algorithms. We believe at certain points in time, there are opportunities to earn 10 to 20+% returns that occur in broad based segments of the market. Investments in these segments can be made using ETFs such as broad based US indexes, global indexes, commodities, currencies, bonds, or sectors; we use the full range of the ETF universe. We do not limit ourselves to only using ETF’s and can if we deem necessary, use individual stocks, bonds or other investments, but this would be very rare due to our adverse risk criteria.

Our second motivating principal is illustrated by a quotation by Warren Buffett, which is “Rule 1-Never lose money. Rule 2-Never forget Rule 1.” When MCS cannot find an investment that meets both our criteria 10-20% upside with low risk we invest in the lowest risk asset class that has historically been money markets.

Our portfolios only have one of two profiles: Either we are 80 to 100% invested in ETFs when we have 90%+ confidence factor in achieving at least a 10% return, or we are 100% invested in the lowest risk asset class, often cash equivalents. Another reason we are unique is our ability to invest in any investable segment- market, region, sector, capitalization, or asset class at any point in time. MCS's flexibility is a key component to our investment strategy.

Our investment process allows us to identify the likelihood of 10% to 20+% upward market moves, giving us the opportunity to earn money in chunks of 10 to 20+%. Generally there are 6-14 of these opportunities in a number of broad based indexes, occurring in rolling five year periods. From these 6-14 opportunities there are about 5-8 that carry acceptable risk- (a confidence factor of at least 90%) which allows us to commit our clients' capital. If we cannot find investments that meet both criteria, we invest in the lowest risk asset class and augment the return using the options strategy. When invested, a typical portfolio will hold 2-12 ETF positions. ETFs, like index mutual funds, are baskets of stocks that track a particular stock market index, such as the Standard and Poor's 500 Index. ETFs trade just like stocks and are bought and sold during market hours on an exchange. The prices of ETFs change throughout the trading day, just as with stocks. ETFs differ from mutual funds in several ways. Unlike mutual funds, ETFs don't have sales charges or loads. ETF transactions carry a commission charge similar to a stock transaction. Like mutual funds, ETFs have annual fund operating expenses which are in addition to any commission charges to the client. ETFs are highly diversified and very appropriate for different market environments at certain points in time. We only invest in broad-based ETFs that have high liquidity. They're very transparent, and difficult for someone to manipulate. For us, ETFs provide the opportunity to take advantage of real time market prices that are beneficial to our clients in an inherently diversified product. A typical holding period for an ETF is 7 weeks to 4 months. On average, portfolios are in the lowest risk asset class 50% of the year.

We like to compare our philosophy and approach to money management with climbing a staircase. The first part of our strategy is to make money in a low risk environment which is analogous with climbing the stair, the second part of the strategy is to protect the money once it is made, like staying on the landing. Then we repeat the process over and over again, climbing the staircase; unlike other managers that make a profit and then give back those gains when the market declines. MCS provides two services to the clients while most investment managers provide only one service. Most managers make money when their respective asset class makes money, but they do not have an avenue to protect that money. MCS provides that protection once profits are realized. There are other managers that invest in tactical asset classes but they do not employ an all-in or all-out type of strategy. They could be 40% in equities, 60% in cash, etcetera, and shift those percentages. The MCS strategy is allowed to go to 100% cash or the lowest risk asset class when market risk is high. In our view, our approach produces an acceptable risk/return ratio and limits market, systemic, geopolitical and other risks when we go to cash equivalents.

To address risk management we strive for a 15% average annualized net rate of return over a five year time frame with corresponding low risk. We strive for drawdown's of zero or close to zero, and we do not manage to standard deviation targets. Historically, MCS is in money markets or low risk asset classes for approximately 30 months or more in a five year time frame. This approach minimizes but does not entirely limit market, political, systemic, and economic and currency risk compared to a strategy that must be fully invested at all times.

The MCS investment process uses proprietary algorithms that are based on technical, fundamental and economic analysis to determine the asset allocation and selection of ETFs. MCS can use the entire Exchange Traded Fund ("ETF") universe which includes any market capitalization, country, sector, bonds, commodity or currencies to achieve our goal but we primarily look at broad based ETFs (for example, the S&P 500 or Midcap 400). In this three step process, we start with the charts and technical indicators for confirmation of inflection points and/or oversold indicators. If there is an area that looks interesting we proceed to the fundamentals. There are 26 fundamental indicators that are the core of the MCS algorithm. The weightings of each of these indicators can be changed depending on circumstances. Once an ETF is identified, we look at the top 15 and bottom 15 constituents in each ETF. If the fundamental algorithm is positive we then move to the economic influences that are relevant and most likely to impact the ETF we have chosen for investment. We then affirm or re-weight the algorithm and run the formula for risk assessment. If everything is positive, we make a decision to invest consistent with those risk rankings. We use economic indicators such as Gross Domestic Product ("GDP"), Consumer Price Index ("CPI"), Producer Price Index ("PPI"), employment etc. to determine the economic environments that would be most favorable to a low risk investment, but that is just a starting point. The algorithms produce a mathematical calculation indicative of a confidence level of one to 100. We're looking for a 90% or greater confidence factor to purchase ETFs at any point in time. The sell decision is the inverse of the buy decision. Once the appreciation is achieved and confidence in a continued rise falls below 90%, we move to the lowest risk asset class to protect the gains in the portfolio and research the next opportunities to earn double digit returns. Exit signals include technical indicators forming a top, relative strength deteriorating, or the end of the earning season and all the earnings news has been released. We will also exit the market if there is an unexpected negative material news event regardless of our return.

## Investment Strategies

We offer two absolute return Global Tactical Asset Allocation investment strategies, Tactical Growth and Tactical Moderate. Tactical asset allocation is an active management portfolio strategy that rebalances the percentage of assets held in various categories in order to take advantage of market pricing anomalies or strong market sectors. These two strategies are similar because both are tactical strategies that employ ETFs and cash equivalents to generate absolute return. The only difference is that Tactical Growth employs an options strategy to augment our cash equivalent returns and Tactical Moderate does not use options, making it appropriate for ERISA accounts. We offer hedge fund like returns that are fully transparent, liquid, and have no lock up. The firm began managing these strategies May 1, 2007, which is the inception of the firm. The inception of the strategy, which includes the portable track record, dates back to October 1, 2005.

## Risk of Loss

Although Metropolitan Capital Strategies, LLC makes every effort to preserve each client's capital and achieve real growth of wealth, investing in the stock markets involves risk of loss that each client should be prepared to bear. Investing in foreign stock markets involves additional risks including political, economic and currency risks and difference in accounting methods. Financial derivatives, or option contracts, allow clients to generate income that is intended to offset fees, increase account value, and limit downside potential in a specific underlying investment. There are special risks associated with uncovered option writing, which expose the investor to potentially significant loss. Therefore, this type of strategy may not be suitable for all customers approved for options transactions.

- 1) The potential loss of uncovered call writing is unlimited. The writer of an uncovered call is in a risky position, and may incur large losses if the value of the underlying instrument increases above the exercise price.
- 2) As with writing uncovered calls, the risk of writing uncovered put options is substantial. The writer of an uncovered put option bears a risk of loss if the value of the underlying instrument declines below the exercise price. Such loss could be substantial if there is a significant decline in the value of the underlying instrument.
- 3) Uncovered option writing is suitable only for the knowledgeable investor who understands the risks, has the financial capacity and willingness to incur potentially substantial losses, and has sufficient liquid assets to meet applicable margin requirements.

ETF's, like stocks, generally fluctuate in value more than bonds and may decline significantly over short time periods. There is the chance that prices overall will decline because stock markets tend to move in

cycles, with periods of rising prices and falling prices. The value of an ETF may decline due to general weakness in the stock market or because of factors that affect a company or a particular industry. Perhaps the most significant risk associated with ETFs is market risk. This risk is defined by the day to day fluctuations associated with any portfolio and defined by the perception of investors. Market risks include, but are not limited to: fiscal and monetary policy decisions, general economic conditions, geopolitical uncertainty, inflation or deflation concerns, commodity price fluctuations, and currency valuations

## Disciplinary Information

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### Legal and Disciplinary

Neither the firm nor any management person has been involved in any legal or disciplinary action.

## Other Financial Industry Activities and Affiliations

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### Financial Industry Activities

n/a

### Affiliations

n/a

## Code of Ethics, Participation or Interest in Client Transactions and Personal Trading

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## Code of Ethics

The Company has adopted a Code of Ethics in compliance with Rule 204A-1 promulgated under the Act in reference to the firm's controls over personal trading. The code sets forth the governing ethical standards and principles MCS and its personnel. It also describes MCS's policies regarding the protection of confidential information, including the review of the personal securities accounts of certain personnel of MCS for evidence of manipulative trading, trading ahead of clients, insider trading, trading restrictions, training of personnel and recordkeeping.

Please email [info@mcsmgr.com](mailto:info@mcsmgr.com) to request a copy of MCS's Code of Ethics or phone our Chief Compliance Officer, Sharon Snow at 571-379-8586.

## Participation or Interest in Client Transactions

MCS or its related persons may buy or sell for themselves investment products or securities recommended to clients. This may present a conflict of interest; however, MCS client transactions are block traded along with MCS employee accounts and related persons whenever possible to ensure the best price and execution are procured for MCS clients. In the event they are not blocked, then MCS employee accounts are traded after MCS client accounts.

## Personal Trading

MCS requires that all Access Persons, defined within the Code, strictly comply with the Firm's policies and procedures regarding Personal Trading. Those employees found to be out of compliance are subject to disciplinary action. The Firm requires that all Access Persons receive prior approval from the Chief Compliance Officer ("CCO") prior to opening a securities account with a financial institution. If the account is approved, duplicate account statements will be sent to MCS. Approval by CCO is needed prior to investing in an initial public offering ("IPO") or Private Placement. Trades in investment opportunities that are appropriate for the strategies offered by MCS will always be made in the MCS client accounts first, before Access Person individual accounts. Access Person accounts that are managed by MCS will be block traded together with all other client accounts.

No later than 30 calendar days after the end of each calendar quarter, each Access Person must report to the CCO the information required under Rule 204(A)-1 with respect to any transaction during the quarter in a Security in which the Access Person had any direct or indirect beneficial ownership. Additionally, Access Persons are required to submit a report of all securities annually. All personal trading reports are reviewed by the CCO for adherence to the firm's Code of Ethics.

# Brokerage Practices

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## Selecting Brokerage Firms and Best Execution

Securities transactions are placed by MCS with registered broker-dealers for execution. MCS may at times negotiate commission rates with specific broker-dealers consistent with its duty to seek best execution. In determining broker-dealers to be used, MCS considers a number of factors including, but not limited to:

- the price per unit of the security;
- the broker's execution capabilities;
- the commissions charged;
- the broker's reliability for prompt,
- accurate confirmations and on-time delivery of securities; and
- the broker-dealers financial condition.

MCS is responsible for determining that the level of commissions paid for each trade is reasonable in light of the executions received. At times, MCS may negotiate commissions on behalf of clients, taking into account the difficulty involved in execution, the extent of the broker's commitment, if any, of its own capital and the amount of capital involved in a transaction.

## Directed Brokerage

A client may select a broker-dealer other than the one selected by MCS and negotiate commission rates with that broker-dealer directly. In the event a client chooses to direct transactions to a specific broker-dealer or a particular broker-dealer refers a client to MCS for the management of part or all of a client's investment assets without brokerage discretion, that client may not realize the benefit of participation in bunched transactions. For these accounts, it may not be possible for MCS to obtain the lower commission rates which might be attainable if MCS had full discretion in the selection of the executing firm. MCS acknowledges that there is a potential conflict between the interest of referred clients in obtaining best execution and MCS's stake in receiving future referrals.

When clients designate specific brokers-dealers through which transactions are to be effected, orders for such directed brokerage clients will be rotated with clients that leave the selection of brokers to the discretion of MCS. From time to time, MCS may determine that stepping out a trade may be prudent and necessary in order to fulfill MCS's fiduciary duty to achieve best execution and this may mean a slight

additional cost to the client for trading. The client shall promptly inform MCS in writing if the client desires that MCS cease executing transactions with or through any particular broker.

## Soft Dollars

MCS does not have any soft dollar relationships.

## Order Aggregation

MCS will aggregate transaction orders ("block trades") only if it believes that the aggregation is consistent with the Firm's duty to seek best execution for customer trades and is consistent with the terms of the investment advisory agreement with each customer whose trades are being aggregated. MCS seeks to obtain quality execution at favorable security prices, through responsible brokers and dealers. No advisory account is favored over any other account. It is not the policy of MCS to seek the lowest available commission rate when it is believed that a broker or dealer charging a higher commission rate would offer greater reliability or provide better price or execution.

## Trade Allocation

MCS's trade allocation policy dictates that all allocations are conducted in such a way that client accounts are treated fairly and equitably under all circumstances. All trade allocations are made by the close of business on trade date. Any circumstance which renders same day allocation impossible is documented and approved by MCS management. All orders are submitted according to trade order documentation procedures under which portfolio managers contact traders with orders. Block trades are utilized whenever possible, and when the order is filled in its entirety it is allocated among all participating accounts. Trader enters orders to each custodian on a documented rotation schedule. Once order is executed and attested, trader provides pro-rata allocations of securities and transaction costs among clients. In the event there are partial fills a partial allocation will be determined. All trades are reviewed by supervisory persons.

## Trade Errors

MCS will always consider the best interest of the client first and foremost, and it will endeavor to promptly make the client "whole." The Firm also recognizes not all trade errors result in a loss to the client. The Firm has instituted safeguards in order to prevent such errors; however, the realization of "human error" is always present.

# Review of Accounts

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## Periodic Reviews

All accounts are reviewed by MCS professionals, and reconciled daily against custodial data received via electronic feeds. The Chief Compliance Officer or a designated employee reviews all client account restrictions before any trading is done for the account. Once an account is approved for trading, it is included in the daily reconciliation. All accounts are reviewed by the Chief Compliance Officer or the company's President and Chief Investment Officer on a monthly basis.

## Regular Reports

MCS only provides reports when requested by clients. If reports are requested, clients are urged to compare information with what they have received from the custodian.

# Client Referrals and Other Compensation

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## Incoming Referrals

MCS compensates independent sales and marketing representative for referring clients to MCS. These independent representatives have no relationship with MCS other than a separate written marketing agreement covering the solicitation for business on MCS's behalf. Independent sales and marketing representatives must sign this marketing agreement acknowledging, among other things their responsibility for registration requirements and regulatory compliance for themselves and their employees who solicit clients on behalf of MCS. Marketing representatives deliver to each client or prospective client a current copy of MCS's Form ADV Part 2 and a solicitor disclosure statement known as a Disclosure Document, required by Rule 206(4)-3 promulgated under the Advisers Act, at such times as required by the Investment Advisors Act. The Disclosure Document describes the terms of the solicitation arrangement between MCS and the marketing representative.

MCS currently has solicitation agreements with multiple sales and marketing representatives. All fees paid are in cash and represent a portion of MCS's investment advisory fee paid by the referred client. No additional amount is added to MCS's client's investment advisory fees as a result of their role in the solicitation of new business.

## Custody

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## Account Statements

MCS does not custody any client assets. Assets are held at various custodians. Clients are provided a brokerage statement from the custodial broker at least quarterly. The statement contains the cash balance; type, name and amount of each security; current market value of each security; and current market value of the client's overall portfolio. The statement also shows the amount of the management fee deducted from the account by the custodial broker. Many custodians provide on line access to accounts that clients can view at any time and at all times. Trade confirmations, identifying the purchase or sale of the transactions, are sent to clients by the custodial broker three business days following the completion of each transaction. The client may waive this service. In the event that a client requests a report from MCS, they are urged to compare the information with what they have received from the custodian.

# Investment Discretion

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## Discretionary Authority for Trading

Under the terms of the Discretionary Investment Management Agreement, MCS is not required to obtain client consent regarding specific transactions, or the quantity of securities to be bought or sold. MCS assumes all investment duties with respect to assets held and has complete discretionary authority with respect to those assets. MCS may take such actions with respect to the management of the client's account as it deems in the client's best interest, provided that it may not withdraw money, securities or other property from a client's account. Sales may be made from the account without regard to the time held therein, the gain, or loss to be generated or the tax consequences to be derived from such a sale).

# Voting Client Securities

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## Proxy Votes

Due to the nature of the investments strategy that MCS employs and the securities it purchases, it is our policy not to vote proxies or corporate actions relating to the Fund securities. MCS invests primarily in ETF's, and typically holds those ETF's for periods of time that are less than six months. This is not conducive to voting on the long term management strategies of individual corporations. Clients wishing have their proxies voted, must do so on their own accord. Clients will receive their proxies directly from the custodian.

# Financial Information

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## Financial Condition

MCS does not accept fees more than 6 months in advance and therefore does not need to provide a balance sheet. The firm has not had any financial problems.

# Additional Information

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## Business Continuity Plan

The MCS Business Continuity Plan is a process intended to benefit and protect MCS clients and employees. All financial data is backed up daily on an external hard drive and is kept off sight by both Sharon Snow and Conrad Heinz in their personal possession.

In case of emergency, all employees should contact the CEO, Sharon Snow. She will advise staff on implementing emergency plans. If a disaster occurs during the course of normal business hours, evacuations should be made using the front entrance if available, back door if necessary. Employees should evacuate immediately and meet across the street at the side entrance of Dudley Martin Chevrolet.

Employees will notify clients of the emergency by phone, fax, or mail and immediately restore data remotely. In the event the evacuation proves to be long term, MCS will continue to conduct business from either of the remote home offices. MCS does not possess client securities or funds; therefore, a natural disaster affecting MCS's facilities will not directly impact client assets. The business continuity plan is tested annually for effectiveness. A copy of the plan is available upon request.

## Privacy Policy

Metropolitan Capital Strategies, LLC has always been committed to maintaining the confidentiality, integrity and security of personal information about our current and prospective clients. We consider customer privacy to be fundamental to our relationship with clients. It is therefore our policy to respect the privacy of current and former clients and to protect personal information entrusted to us. This policy describes the steps we have taken to safeguard your information and what client information we may share with others. We are proud of our privacy practices and want you to know how we protect information used to provide you with service.

You do not have to contact us to benefit from our privacy protections; they apply automatically to all of our clients.

### **Information We Collect and Maintain**

We collect the following types of personal information about you:

- Information we receive from you to open an account (such as your home address, telephone number, Social Security or taxpayer identification number, e-mail address, age, marital status, assets, and income and financial information);
- Information that we generate to service your account (such as quarterly reports); or
- Information that we may receive from third parties with respect to your account (such as account statements).

### **Information We Disclose**

We will not disclose any Non-public Personal Information about you or your account(s) to anyone unless one of the following conditions is met:

- Firm receives your prior written consent;
- Firm discloses your Non-public Personal Information as necessary to effect or process a transaction in any account, or to maintain or service your account(s);
- Firm is required by law to disclose information to the recipient.

In all such situations, we stress the confidential nature of information being shared.

We may share your personal information with:

- Non-affiliated companies that provide processing, account maintenance and related services in connection with your investments and other transactions handled by us; and
- Non-affiliated companies and government agencies only to the extent permitted or required by law, for legal, regulatory or other purposes (for example, for tax purposes or for reporting suspicious transactions).

### **How We Protect Personal Information**

We maintain the confidentiality, security and integrity of your non-public personal information by maintaining physical electronic and procedural safeguards that meet or exceed federal and industry standards governing how Non-public Personal Information should be stored.

We have not and will not sell your personal information to anyone, even if our formal client relationship ends.

#### **Online Privacy**

Privacy, security and service in our online operations are just as critical as in the rest of our business. We therefore employ all of the safeguards described above.

#### **Privacy Policy Update**

From time to time, we may amend our privacy policy. You will receive appropriate notice when our privacy policy changes.

#### **How to Contact us with Privacy Questions**

Our relationship with you is one of our most vital assets. We recognize that you have entrusted us with your private financial information, and we will do our utmost to maintain this trust. For additional questions concerning our privacy policy, please contact us by phone at 571-379-8586.

The policies and practices listed above apply to both current and former clients.