



# QUATTRO

## Form ADV Part 2

### ITEM 1

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This brochure provides information about the qualifications of Quattro Advisors, LLC (Quattro). If you have any question about this brochure please contact your advisor or contact us directly. The information provided in this brochure has not been approved by the United States Securities and Exchange Commission or by any state securities authority.

Quattro Advisors is a Registered Investment Advisory (RIA) firm and Registration of an Investment Advisor does not imply any level of skill, knowledge or training. This brochure is intended describe our company so that you can make a decision as to whether you would like to hire us. Quattro Advisors CRD number is 146438.



QUATTRO ADVISORS, LLC

## ITEM 2

### Material Changes

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Since the last client brochure was updated March 2015, there has been no material changes to our brochure.

We will ensure that you receive a summary of material changes, if any, to this and subsequent disclosure brochures within 120 days after our fiscal year ends. Our fiscal year ends on December 31 so you will receive the summary of material changes, if any, no later than April 30 each year. At that time we will also offer a copy of the most current disclosure brochure. We may also provide other ongoing disclosure information about material changes as necessary.

Our brochure is available by request, please contact your advisor for a copy or request a copy via email at [info@quattro-advisors.com](mailto:info@quattro-advisors.com).



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#### ITEM 4

### Advisory Business

Quattro was founded on the belief that clients seek financial advice that is tailored to their unique needs and is not clouded by conflict of interest. As of March 17, 2016, we actively manage \$139,809,886 in client assets. \$26,099,300 is managed on a non-discretionary basis and \$113,710,586 is managed on a discretionary basis, in addition to providing financial advisory services.

Quattro is owned by two partners each owning 50% of the company. This ownership structure is a key part of our firm – it creates client service stability and drives our future by maintaining a strong, executable plan for succession.

We offer complete financial advisory services to individuals, trusts, estates and business entities. In order to perform our services well, we meet with our clients and work with them to outline their financial circumstances and investment objectives. We ensure that our clients are able to make informed decisions by taking the time to educate them on the variety of options available to further their financial goals. We use separate account managers, separate investments in equities, mutual funds, exchange-traded funds, exchange-traded notes, private partnerships, bonds, cash-equivalents, and other instruments. The “private partnerships” utilized in client portfolios are managed by third parties. This is described in more detail below in both Item 8, Methods of Analysis, Investment Strategies and Risk of Loss, and Item 10, Other Financial Industry Activities and Affiliations.

We provide performance reporting for your assets and monitor investments not held outside custodian or broker dealers and private partnerships.

We prepare financial planning for you by determining your long-term and short-term financial needs and objectives, risk tolerance, tax status, liquidity needs, and current investments.

When providing investment advisory services, we consider your personal situation, income needs, time horizon, liquidity needs, legal and tax constraints, risk tolerance, inter-generational issues, and special needs. Our advice is not limited to investments when overseeing the complex financial lives of the client.

In addition to investment advisory services, we also provide financial planning and family office services as further described in Item 10, Other Financial Industry Activities and Affiliations.

Quattro Advisors has an agreement with Executive Wealth Counselors (“Investment Advisory firm registered in the Commonwealth of Pennsylvania”). The purpose of the relationship is to share investment research, back office operations and shared custodian service. The research shared between firms enhances the depth and overall quality of investment advice offered by each firm to its respective clients. The use of a single custodian by both firms reduces custodian costs for both firms’ clients and also facilitates access to fund managers and investment managers that impose asset threshold minimums. These administrative cost-sharing arrangements between Quattro Advisors and EWC do not involve any sharing of client information between firms which is not in accordance with each firm’s respective privacy policies and procedures. Further, each firm remains solely responsible for the investment advice provided to their respective clients.

All third-party investment advisers to whom we refer clients will be registered, notice filed or otherwise exempt from registration with the California Department of Corporations.



## ITEM 5

### Fees and Compensation

#### Fees for Investment Advisory Services

The way we charge investment management fees is established in your written agreement. We bill our investment management fees quarterly, in advance. Investment management fees are calculated using the agreed-upon fee schedule applied to the value of the managed portfolio on the first day of the calendar quarter. Clients authorize us to directly debit the fees from specific client accounts designated by them. We also send client bills before the fees are debited from their account. Fees are prorated for the first quarter in which you engage us based on the number of days from the effective date of the engagement agreement to the last day of the calendar quarter.

If you terminate your engagement agreement during a calendar quarter, you will be charged a prorated fee. In the event that you have prepaid fees, upon termination any prepaid, unearned fees will be promptly refunded. If you terminate your engagement with us while invested in “private partnership” with a fund through a third party, those investments remain subject to the terms of the private offering memorandum and partnership agreement. Termination of your engagement with us does not permit you to redeem your interest in the “private partnerships”.

We do not receive any compensation related to the sale or purchase of securities or other investment products. No compensation is received for your investment in private offering or limited partnerships.

We charge fees based on a standard fee schedule, ranging from .2% to 1.5% of the value of your portfolio, per annum. When clients’ assets exceed three million dollars, the clients are able to negotiate a flat fee. The value of private investments may be included in your overall portfolio value for purposes of calculating quarterly fees.

Our fees do not include brokerage commissions, transaction fees, and other related costs and expenses charged by others which are paid by you. You may incur certain charges imposed by custodians, brokers, third party investments and other third party activities such as fees charged by managers or custodians, deferred sales charges, odd-lot differentials, transfer taxes, wire transfer and electronic fund fees, and other fees and taxes on brokerage accounts and securities transactions. Mutual funds, exchange traded funds and “private partnerships” also charge internal management fees, which are disclosed in each fund’s prospectus or offering. We do not receive any portion of these commissions, fees, internal management fees and costs.

Item 12, Brokerage Practices, further describes the factors that we consider in selecting or recommending broker-dealers for client transactions and determining the reasonableness of their compensation (e.g., their commissions).

We do not independently value any securities held in your accounts. Prices provided by custodians or third parties pricing services are used for reporting performance, and for calculating fees. Please see additional information below regarding Valuation in Item 12.

Fees for Financial Advisory Services (planning services) are established in a written agreement. Flat fees are negotiated based on the amount of time and complexity of the work based on hourly billing rates and the expected amount of time needed to complete the work. Flat fees typically range from \$500 to \$50,000, but can be far greater than this for highly complex planning.



For special projects and/or ongoing consulting issues, fees are based on expected service time and hourly fees ranging from \$100 to \$400 per hour depending on the engagement. Our fees are due and payable upon your receipt of our invoice. All fees are negotiable. The termination of the flat fee agreement will result in a refund of any unused fee, depending on the terms of the engagement.

“Financial Advisory Services” may include but are not limited to, financial planning, real estate transactions, estate planning, tax planning, expense management, retirement planning, risk management, and other business matters. While we have standard hourly billing rates for Financial Advisory Services, all fees are subject to negotiation.

Subsection (j) of Rule 260.238, California Code of Regulations requires that all investments advisers disclose to their advisory clients that lower fees for comparable service may be available from other sources.

Pursuant to §260.235.2 CCR, conflict exists between the interests of the investment adviser or associated person and the interest of the client; the client is under no obligation to act upon the investment adviser’s or associated persons recommendation; if the client elects to act on any of the recommendations, the clients is under no obligation to effect the transaction through the investment adviser, the associated person when the person is an agent with licensed broker-dealer or through any associated or affiliate of such person.

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### Performance Based Fees and Side-By-Side Management

We do not charge any performance-based fees.

#### ITEM 7

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### Types of Clients

We provide investment advisory and financial planning services primarily to individuals with substantial wealth and/or individuals with substantial income with the ability to accumulate assets. Clients include corporate executives, business owners, and high net worth individuals. We do not have an absolute minimum for investment portfolios or a minimum account size.

#### ITEM 8

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### Methods of Analysis, Investment Strategies and Risk of Loss

We combine financial advisory services and investment advisory services. We work with you to understand your current financial situation and goals and take the time to educate you about the variety of financial institutions, products and potential outcomes. We then make recommendations based on our findings.

Our investment advice is based on our long-term historical returns which include returns on various investments including, fixed income [bonds], real estate, both large and small stocks, and domestic and overseas companies



that are traded on an exchange, and investments in companies that are not traded on an exchange and commodities. Exposure to investments outside of the United States can grow over the long term. We expect your portfolio's returns to compare favorably to the return produced by a portfolio of relevant benchmarks.

Clients that are interested in investments with lower risk will own more bonds, while clients with a higher tolerance for risk will have a larger investment in stocks and or "private partnerships" which are expected to have a high return. The relationship of stocks and bonds in a portfolio differs as the risk tolerance of change although the specific securities are generally the same.

We use third party software in order to compare investment performance, allocation and risk profile for mutual funds, exchange traded funds, securities and indexes (such as the Russell 1000). We also use third party software to aggregate client asset and liabilities in order to create a complete picture of our client's wealth. Information on various aspects of the US and global economy as well as individual securities and fund managers is available through the use of public periodicals and subscription service. Examples include Bloomberg, Yahoo Finance, Google Finance and other financial magazines and newspapers.

We actively review the third party sub-advisor, mutual funds, exchange traded funds, hedge funds, separate accounts and private investment partnerships on a regular basis to ensure that activities are consistent with our expectations.

As investments increase and decrease in value, we review your accounts to ensure that allocation that was originally agreed upon remains within an acceptable range. If it is found that the agreed upon allocation has deviated beyond a percentage that is acceptable, the account will be rebalanced. Although rebalancing an account can contribute to commission (payable to the custodian), it is necessary to maintain a portfolio consistent with your risk tolerance and goals.

### **Material Risks**

Investing in stocks, bonds and private partnerships, exposes our client's wealth to a possible risk of principle loss. Capital markets are unpredictable, and we are not able to predict future returns. Although we try to mitigate risk, it is not always possible to achieve this goal. The investment instruments that we recommend, as well as the managers, may underperform the benchmarks or index. Although most clients have a long term investment goal, short term volatility may negatively affect their performance.

### **Risks of Investing in Private Investments**

Although the documentation provided by the private investment offerings is meant to disclose the nature of the investment and potential risk, it is necessary to understand that not all risks are foreseeable and the illiquid nature of these investments makes it difficult to access your capital. Investing in private investments is limited to sophisticated investors who are willing to take the risk and are able to withstand the illiquid nature of the investment. Investing in these instruments should be limited to investors that understand that loss of all or some of your capital is possible.



Characteristics of private investment include Private Equity and Real Estate Partnerships that are not publicly traded include;

- Long Term: They are long term investments and are not easily sold. If an investor wants to convert his or her holdings to cash it may not be easy to find a buyer. In some cases the buyer may need to be approved by the General Partner or managing partner.
- Difficult to Value: The value of the investment may be difficult to determine. With no easily available market to establish a price, a sale may be required to determine an actual value.
- Illiquid: An investment that is not liquid is not easily converted to cash and is typically non-transferable.
- Capital Calls are a contractual obligation of each investor to add additional cash to an investment. Failure to provide additional capital when called to do so may have adverse consequences, including but not limited, to dilution or even forfeiture. Investments that require capital calls are limited to investors who are able to withstand the illiquid nature of the investment are also able to add additional cash when required.
- Leverage: Some private investments will use leverage (i.e. borrow money) as part of their investment strategy. The use of leverage is most likely used to enhance the rate of return. It also creates additional risk and can amplify losses.

### **Reducing Risk**

Investing in stocks, bonds, and other types of investments inherently involves a level of risk. Although portfolios are designed to mitigate risk, they can still lose value. We attempt to diversify our client's investments because asset classes can and will react differently to different economic conditions. It is our practice to perform a detailed holding analysis of our client investment to determine actual amount of diversification (or overlap) that may exist. This detailed analysis is necessary to maintain true diversification.

Fees also pose a risk to investment returns. We constantly review our process to minimize fees. We also survey the market to ensure that the fees being paid to the custodians are competitive.

## **ITEM 9**

### **Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of us or the integrity of our management.

Neither we, as a firm, nor any of our Investment Adviser Representatives has been subject to any disciplinary action as of the date of this brochure.



## ITEM 10

### Other Financial Industry Activities and Affiliations

In addition to services described in Item 4 above, we also provide non-investment advisory services commonly referred to as financial advisor service. These may include cash flow planning, estate planning, retirement planning, educational funding, insurance planning, compensation and benefits planning, expense management and personal financial statements reflecting net worth, cash flow and income tax projections.

Neither we nor any of our employees or principals are registered as a broker dealer or has any plans to register. Additionally, none of these parties is registered or plans to register as a futures commission merchant, commodity pool operator, or a commodity trading advisor.

Principles and associates will continue to hold a license issued by a state for the purpose of providing insurance.

## ITEM 11

### Code of Ethics, Participation in Client Transactions

The Code of Ethics includes provisions relating to the confidentiality of client information, prohibition of insider trading, restrictions on the acceptance of significant gifts and the reporting of certain gifts and business entertainment items, and personal securities trading procedures, among other things. All of our employees must acknowledge the terms of the Code of Ethics (COE) annually.

It is expected that all employees act with integrity, competence and respect and in an ethical manner with clients. The interest of our client must always be placed above the interest of the firm and personal interests. We are expected to exercise professional judgment and avoid any actual or potential conflict of interest; conduct all securities transactions in a manner consistent with the best execution and best interest of our clients.

Principles and employees are expected to comply with applicable provisions of the federal securities laws.

Employees are required to disclose the following: 1) pre-clear certain personal securities transactions, 2) report personal securities transactions on at least a quarterly basis, and 3) provide the firm with a detailed summary of certain holdings and securities accounts (both initially upon commencement of employment and annually thereafter) over which such employees have a direct or indirect beneficial interest.

Subject to satisfying this policy and applicable laws, our officers, directors and employees may trade for their own accounts in securities which are recommended to and/or purchased for our clients.

## ITEM 12

### Custodian and Brokerage Services

We do not maintain custody of your assets that we manage or advise upon; although we may be deemed to have custody of your assets if you give us authority to withdraw assets from your account (see Item 15: Custody, below). Your assets must be maintained in an account at a "qualified custodian," generally a broker-dealer or bank. We recommend that our clients use Fidelity Brokerage Services as a "qualified custodian." Although



most of our clients' assets are held at Fidelity, they are not in any way required to do so. If you chose

to use a different custodian we would recommend that one of the following custodian/broker-dealers as the qualified custodian: Charles Schwab and Co., Inc., (Schwab Advisor Services® division of Charles Schwab & Co., Inc. (Schwab), a FINRA-registered broker-dealer, member SIPC); and TD Ameritrade (TD AMERITRADE Institutional, a division of TD AMERITRADE, Inc., member FINRA/SIPC/NFA), collectively referred to below as "Recommended Custodians" or "Custodian."

We are independently owned and operated and are not affiliated with any custodian. The custodian will hold your assets in a brokerage account, and buy and sell securities when you instruct them to. While we suggest that you use one of the previously mentioned custodians/brokers, you will decide whether to do so and will open your account by entering into an account agreement directly with them. We do not open the account for you, although we may assist you in doing so. Even though your account is maintained at a particular custodian, we can still use other brokers to execute trades for your account as described below (see Your Brokerage and Custody Costs below).

### **How We Select Brokers/Custodians**

We seek to select a custodian/broker who will hold your assets and execute transactions on terms that are, overall, most advantageous when compared to other available providers and their services. Factors included in selecting a custodian include:

- Custody services
- Ability to execute, clear, and settle trades (buy and sell securities for your account)
- Ability to facilitate transfers and payments to and from accounts (wire transfers, check requests, bill payment, etc.)
- Variety of available investment products (stocks, bonds, mutual funds, exchange-traded funds etc.)
- Availability of investment research and tools that assist us in making investment decisions
- Quality of services
- Price of services (commission rates, margin interest rates, other fees, etc.)
- Ability to add sub advisor and separate account managers
- Reputation, financial strength, and stability

We use these factors to ensure that you are receiving the best execution.

A custodian is compensated by charging you commissions/ fees for trades associated with stocks, bonds, mutual funds, exchange trade funds. Custodian may charge you a percentage of the dollar amount of assets in the account in lieu of commissions for trading. Our Custodians generally charge you a flat dollar amount as a "prime broker" or "trade away" fee for each trade that we have executed by a different broker-dealer but subsequently deposited into your account at the Custodian. These fees are in addition to the commissions or other compensation you pay the executing broker-dealer. Best execution means the most favorable terms for a transaction based on all relevant factors.



**Soft Dollars**

We do not receive any soft dollar commission, credit or compensation.

**Valuation**

Securities in your account that are listed on a national securities exchange or on NASDAQ are valued at the last quoted sales price on the principal market where the securities are traded. This information is received from custodians and/or independent third party pricing services.

**Trading Errors**

When we submit an order on your behalf and an error occurs, we may place an additional order to correct the error. Trading errors will be corrected at no cost to you.

**Directed Brokerage**

If you direct the use of a particular custodian, we may be unable to provide certain benefits that other clients receive. You may receive different pricing for securities that are bought or sold. We will always try to ensure that your transaction costs are competitive as possible.

**ITEM 13****Review of Accounts**

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Your accounts are review on a quarterly basis to ensure that the asset allocation is consistent with your original allocation decision. This review also includes contact with you to review both quarterly performance and to provide you with our opinion as what has taken plan. We also use this time to make recommended changes, if necessary, to your investment.

Additional reviews may result from a change in the stock market or bond market that effect or could effect the pricing of your investment both positively or negatively.

Additional factors that would require a review could include substantial changes to your employment, health or family. We rely on you to notify us of changes that we could not otherwise become aware of.

**ITEM 14****Client Referrals and Other Compensation**

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Our primary sources of new clients are through referrals from our existing clients, as well as from other professional service providers, such as lawyers and accountants. We do not provide any discount individuals who refer us client. Through the course of our engagement with you we may provide recommendation to professional such as insurance agents, banks, accountants, lawyers, real estate professions or private investment firms. We do not receive any compensation for making these recommendations.

Any employee who is legally entitled to receive compensation for making a recommendation (such as attorneys) is prohibited from receiving this compensation. All recommendation made by us are based on our professional opinion and experience. Making recommendation and receiving compensation in return creates a conflict of interest and could lead to abuse. It is imperative that any recommendation is made in your best interest.



## ITEM 15

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### Custody

You should receive monthly statements from the broker dealer, bank or other qualified custodian that holds your investments. These statements will reflect all activity that has taken place in your account as well as any commission paid to the custodian or fees paid to sub-account managers or separate account managers. We believe that it is important for you to review these statements and call us if you have any questions. The custodian will also provide you with trade confirmations on a quarterly basis as they occur. You also have the right to both trade confirmation and monthly statements electronically if you prefer. Choosing to receive electronic statements and trade confirmation may result in reduction of commission's rates charged by the custodian. Our statements may differ from custodial statements due to accounting procedures, reporting dates, or valuation methodologies of certain securities.

## ITEM 16

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### Investment Discretion

When providing asset management services, Quattro Advisors maintains trading authorization over your Account and can provide management services on a **discretionary** basis. When discretionary authority is granted, we will have the authority to determine the type of securities, the amount of securities that can be bought or sold and the broker or dealer to be used for your portfolio without obtaining your consent for each transaction.

If you decide to grant trading authorization on a **non-discretionary** basis, we will be required to contact you prior to implementing changes in your account. Therefore, you will be contacted and required to accept or reject our investment recommendations including:

- The security being recommended
- The number of shares or units
- Whether to buy or sell

Once the above factors are agreed upon, we will be responsible for making decisions regarding the timing of buying or selling an investment and the price at which the investment is bought or sold. If your accounts are managed on a non-discretionary basis, you need to know that if we are not able to reach you or you are slow to respond to our request, it can have an adverse impact on the timing of trade implementations and we may not achieve the optimal trading price.

You will have the ability to place reasonable restrictions on the types of investments that may be purchased in your Account. You may also place reasonable limitations on the discretionary power granted to Quattro Advisors so long as the limitations are specifically set forth or included as an attachment to the client agreement.

## ITEM 17

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### Voting Client Securities

Our firm policy is that we do not vote proxies on your behalf. You may have proxies for all of your securities sent to us. We may provide advice to you regarding the voting of proxies; however, we shall not be deemed to have voting authority with respect to such shareholder matters as a result of providing such advice.



Separate account managers may vote proxies on the securities that they manage for you. However, we do not participate in or advise the separate account manager in any way on such votes.

For other actions that require shareholder action or solicited with respect to securities held in your accounts, such as (i) class actions lawsuits, including without limitation, matters relating to opting in or opting out of a class and approval of class settlements and (ii) bankruptcies or reorganizations, we disclaim responsibility for electing/ voting (by proxies or otherwise) on such matters and will not take any action with regard to such matters.

#### ITEM 18

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### Financial Information

We have never filed for bankruptcy and are not aware of any financial conditions that are expected to affect our ability to advise clients.



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