

# VINEYARD FAMILY WEALTH, LLC

*a Registered Investment Adviser*



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September 22, 2022

This brochure provides information about the qualifications and business practices of Vineyard Family Wealth, LLC (hereinafter "Vineyard Family Wealth Advisors" or the "Firm"). If you have any questions about the contents of this brochure, please contact the Firm at the telephone number listed above. The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission (SEC) or by any state securities authority. Additional information about the Firm is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). The Firm is a registered investment adviser. Registration does not imply any level of skill or training.

### **Item 2. Material Changes**

In this Item, Vineyard Family Wealth Advisors is required to discuss any material changes that have been made to the brochure since the last amendment in March of 2022. There have been no material changes, however information in the Services and Fees section has been expanded upon. We urge you to read the entire brochure.

We will provide you with a new Brochure as necessary based on material changes, new information, or upon request at any time, without charge.

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## Item 4. Advisory Business

Vineyard Family Wealth Advisors offers a variety of advisory services, which include financial planning, consulting, and wealth management services. Prior to Vineyard Family Wealth Advisors rendering any of the foregoing advisory services, clients are required to enter into one or more written agreements with Vineyard Family Wealth Advisors setting forth the relevant terms and conditions of the advisory relationship (the “Advisory Agreement”).

Vineyard Family Wealth Advisors filed for registration as an investment adviser in January 2021 and is owned by Rodney E. James. As of July 27, 2022, Vineyard Family Wealth Advisors has \$42,083,782 in assets under management; all of which is managed on a discretionary basis.

### *Investment Philosophy*

Vineyard Family Wealth Advisors believes that the financial resources it manages are given to the Firm’s client families by God. Therefore, Vineyard Family Wealth Advisors shares stewardship responsibilities with each family and is mutually accountable to God for the Firm’s decisions and actions with those resources. Therefore, Vineyard Family Wealth Advisors must be prudent and thoughtful in understanding each client family and their needs as well as the universe of available investments and the current economic environment.

### **Financial Planning and Consulting Services**

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Vineyard Family Wealth Advisors offers clients a broad range of financial planning and consulting services, which include any or all of the following functions:

- |                             |                                |
|-----------------------------|--------------------------------|
| • Business Planning         | • Family Continuity Planning   |
| • Cash Flow Forecasting     | • Retirement Planning          |
| • Trust and Estate Planning | • Risk Management              |
| • Financial Reporting       | • Charitable Giving            |
| • Investment Consulting     | • Distribution Planning        |
| • Insurance Planning        | • Tax Planning and Preparation |
| • Family Education          | • Education Planning           |

While each of these services is available on a stand-alone basis, certain of them can also be rendered in conjunction with investment portfolio management as part of a comprehensive wealth management engagement.

In performing these services, Vineyard Family Wealth Advisors is not required to verify any information received from the client or from the client’s other professionals (e.g., attorneys, accountants, etc.) and is



expressly authorized to rely on such information. Vineyard Family Wealth Advisors recommends certain clients engage the Firm for additional related services and/or other professionals to implement its recommendations. Clients are advised that a conflict of interest exists for the Firm to recommend that clients engage Vineyard Family Wealth Advisors or its affiliates to provide (or continue to provide) additional services for compensation, including investment management services. Clients retain absolute discretion over all decisions regarding implementation and are under no obligation to act upon any of the recommendations made by Vineyard Family Wealth Advisors under a financial planning or consulting engagement. Clients are advised that it remains their responsibility to promptly notify the Firm of any change in their financial situation or investment objectives for the purpose of reviewing, evaluating or revising Advisors' recommendations and/or services.

### **Wealth Management Services**

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Vineyard Family Wealth Advisors provides clients with wealth management services which include a broad range of financial planning and consulting services as well as discretionary and/or non-discretionary management of investment portfolios. Financial planning and consulting services are included with wealth management services.

Vineyard Family Wealth Advisors primarily allocates client assets among various mutual funds, exchange-traded funds ("ETFs"), individual debt and equity securities, and independent investment managers ("Independent Managers") in accordance with their stated investment objectives.

Where appropriate, the Firm also provides advice about any type of legacy position or other investment held in client portfolios, but clients should not assume that these assets are being continuously monitored or otherwise advised on by the Firm unless specifically agreed upon. Clients can engage Vineyard Family Wealth Advisors to manage and/or advise on certain investment products that are not maintained at their primary custodian, such as variable life insurance and annuity contracts and assets held in employer sponsored retirement plans and qualified tuition plans (i.e., 529 plans). In these situations, Vineyard Family Wealth Advisors directs or recommends the allocation of client assets among the various investment options available with the product. These assets are generally maintained at the underwriting insurance company or the custodian designated by the product's provider.

Vineyard Family Wealth Advisors tailors its advisory services to meet the needs of its individual clients and seeks to ensure, on a continuous basis, that client portfolios are managed in a manner consistent with those needs and objectives. Vineyard Family Wealth Advisors consults with clients on an initial and ongoing basis to assess their specific risk tolerance, time horizon, liquidity constraints and other related factors relevant to the management of their portfolios. Clients are advised to promptly notify Vineyard Family Wealth Advisors if there are changes in their financial situation or if they wish to place any limitations on the management of their portfolios. Clients can impose reasonable restrictions or mandates on the management of their accounts if Vineyard Family Wealth Advisors determines, in its sole discretion, the conditions would not materially impact the performance of a management strategy or prove overly burdensome to the Firm's management efforts.

## Use of Independent Managers

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As mentioned above, Vineyard Family Wealth Advisors selects certain Independent Managers to actively manage a portion of its clients' assets. The specific terms and conditions under which a client engages an Independent Manager are set forth in a separate written agreement with the designated Independent Manager. That agreement can be between the Firm and the Independent Manager (often called a subadvisor) or the client and the Independent Manager (sometimes called a separate account manager). In addition to this brochure, clients will typically also receive the written disclosure documents of the respective Independent Managers engaged to manage their assets.

Vineyard Family Wealth Advisors evaluates a variety of information about Independent Managers, which includes the Independent Managers' public disclosure documents, materials supplied by the Independent Managers themselves and other third-party analyses it believes are reputable. To the extent possible, the Firm seeks to assess the Independent Managers' investment strategies, past performance and risk results in relation to its clients' individual portfolio allocations and risk exposure. Vineyard Family Wealth Advisors also takes into consideration each Independent Manager's management style, returns, reputation, financial strength, reporting, pricing and research capabilities, among other factors.

Vineyard Family Wealth Advisors continues to provide services relative to the discretionary or non-discretionary selection of the Independent Managers. On an ongoing basis, the Firm monitors the performance of those accounts being managed by Independent Managers. Vineyard Family Wealth Advisors seeks to ensure the Independent Managers' strategies and target allocations remain aligned with its clients' investment objectives and overall best interests.

## Item 5. Fees and Compensation

Vineyard Family Wealth Advisors offers services on a fee basis, which includes fixed fees, as well as fees based upon assets under management.

### Financial Planning and Consulting Fees

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Vineyard Family Wealth Advisors offers financial planning and consulting services under a stand-alone engagement for a fixed fee. Fees typically range from \$5,000 to \$50,000 depending on the scope and complexity of the project. The fee can be for a defined project, which includes the services listed above and at the end of the engagement, with the delivery of a completed plan.

The terms and conditions of the financial planning and/or consulting engagement are set forth in the Financial Planning and Consulting Agreement. For project-based services Vineyard Family Wealth Advisors requires one-half of the fee (estimated fixed) payable upon execution of the Advisory Agreement. The outstanding balance is due upon delivery of the financial plan or completion of the agreed upon services.

## Wealth Management Fees

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Vineyard Family Wealth Advisors offers wealth management services for an annual fee based on the amount of assets under the Firm's management. As stated above, Financial Planning and Consulting services are also available under the Wealth Management Fee. This management fee varies in accordance with the following tiered fee schedule:

<u>PORTFOLIO VALUE</u>	<u>BASE FEE</u>
First \$5,000,000	1.00%
Next \$5,000,000	0.80%
Next \$10,000,000	0.60%
\$20,000,000+	0.40%

The annual fee is prorated and charged monthly, in arrears, based upon the market value of the average daily account balance during the preceding month as determined by a party independent from the Firm (including the client's custodian or another third-party). This Agreement may be terminated at any time upon receipt of written notice to terminate given by either party to the other.

For the initial period of an engagement, the fee is calculated on a *pro rata* basis. In the event the advisory agreement is terminated, the fee for the final billing period is prorated through the effective date of the termination and the outstanding or unearned portion of the fee is charged or refunded to the client, as appropriate.

Additionally, for asset management services the Firm provides with respect to certain client holdings (e.g., held-away assets, accommodation accounts, alternative investments, etc.), Vineyard Family Wealth Advisors can negotiate a fee rate that differs from the range set forth above. Clients are advised that a conflict of interest exists for the Firm to recommend that clients engage Vineyard Family Wealth Advisors for additional services for compensation, including rolling over retirement accounts or moving other assets to the Firm's management. Clients retain absolute discretion over all decisions regarding engaging the Firm and are under no obligation to act upon any of the recommendations.

## Additional Fees and Expenses

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In addition to the advisory fees paid to Vineyard Family Wealth Advisors, clients also incur certain charges imposed by other third parties, such as broker-dealers, custodians, trust companies, banks and other financial institutions (collectively "Financial Institutions"). These additional charges include securities brokerage commissions, transaction fees, custodial fees, fees charged by the Independent Managers, margin and other borrowing costs, charges imposed directly by a mutual fund or ETF in a client's account, as disclosed in the fund's prospectus (e.g., fund management fees and other fund expenses), 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. The Firm's brokerage practices are described at length in Item 12, below.

## **Direct Fee Debit**

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Clients provide Vineyard Family Wealth Advisors and/or certain Independent Managers with the authority to directly debit their accounts for payment of the investment advisory fees. The Financial Institutions that act as the qualified custodian for client accounts, from which the Firm retains the authority to directly deduct fees, have agreed to send statements to clients not less than quarterly detailing all account transactions, including any amounts paid to Vineyard Family Wealth Advisors.

## **Account Additions and Withdrawals**

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Clients can make additions to and withdrawals from their account at any time, subject to Vineyard Family Wealth Advisors' right to terminate an account. Additions can be in cash or securities provided that the Firm reserves the right to liquidate any transferred securities or decline to accept particular securities into a client's account. Clients can withdraw account assets on notice to Vineyard Family Wealth Advisors, subject to the usual and customary securities settlement procedures. However, the Firm designs its portfolios as long-term investments, and the withdrawal of assets may impair the achievement of a client's investment objectives. Vineyard Family Wealth Advisors may consult with its clients about the options and implications of transferring securities. Clients are advised that when transferred securities are liquidated, they may be subject to transaction fees, short-term redemption fees, fees assessed at the mutual fund level (e.g., contingent deferred sales charges) and/or tax ramifications.

## **Item 6. Performance-Based Fees and Side-by-Side Management**

Vineyard Family Wealth Advisors does not provide any services for a performance-based fee (i.e., a fee based on a share of capital gains or capital appreciation of a client's assets).

## **Item 7. Types of Clients**

Vineyard Family Wealth Advisors offers services to individuals, trusts, estates, charitable organizations, corporations and other business entities, pension and profit-sharing plans.

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

### **Methods of Analysis and Investment Strategies**

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#### *Client Families*

Analysis of Client Family Desires - Vineyard Family Wealth Advisors asks clients about their hopes, dreams and priorities. One process used to explore this topic is Life Planning. Client responses to these



topics help the Firm better understand the desires of their hearts and how Vineyard Family Wealth Advisors may or may not be able to help meet those desires.

**Balance Sheet Analysis** - Vineyard Family Wealth Advisors analyzes a client's existing assets, liabilities and the detail of their current allocation of risk and resources in order to provide appropriate recommendations.

**Cash Flow Analysis** - Vineyard Family Wealth Advisors analyzes a client's expected income and expenses in order to understand their true investing time horizon and need for cash movement into or out of their investment portfolio.

**Risk Tolerance Analysis** - Vineyard Family Wealth Advisors asks clients questions to understand their comfort level with risk and how they might respond to different investment experiences. This helps the Firm understand their likely behavior and build an appropriate investment portfolio to match their comfort level.

### *Investments*

**Modern Portfolio Theory** - Vineyard Family Wealth Advisors employs Modern Portfolio Theory, which seeks to construct portfolios that maximize return for a given level of market risk. In addition, the Firm uses fundamental, technical and valuation analysis. Vineyard Family Wealth Advisors primarily uses publicly traded low-cost exchange traded funds, mutual funds and Independent Managers that use individual equities and bonds. Given the Firm's view that markets are generally efficient, Vineyard Family Wealth Advisors expects to hold most of its investments long-term. Most accounts will hold a combination of cash, equities and fixed income in varying percentages according to the appropriate level of risk.

## **Risk of Loss**

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The following list of risk factors does not purport to be a complete enumeration or explanation of the risks involved with respect to the Firm's investment management activities. Clients should consult with their legal, tax, and other advisors before engaging the Firm to provide investment management services on their behalf.

### *Market Risks*

Investing involves risk, including the potential loss of principal, and all investors should be guided accordingly. The profitability of a significant portion of Vineyard Family Wealth Advisors' recommendations and/or investment decisions may depend to a great extent upon correctly assessing the future course of price movements of stocks, bonds and other asset classes. In addition, investments may be adversely affected by financial markets and economic conditions throughout the world. There can be no assurance that Vineyard Family Wealth Advisors will be able to predict these price movements accurately or capitalize on any such assumptions.

### *Volatility Risks*

The prices and values of investments can be highly volatile, and are influenced by, among other things, interest rates, general economic conditions, the condition of the financial markets, the financial condition

of the issuers of such assets, changing supply and demand relationships, and programs and policies of governments.

### *Cash Management Risks*

The Firm may invest some of a client's assets temporarily in money market funds or other similar types of investments, during which time an advisory account may be prevented from achieving its investment objective.

### *Equity-Related Securities and Instruments*

Clients may hold long positions in common stocks of U.S. and non-U.S. issuers traded on national securities exchanges and over-the-counter markets. These are primarily recommended by Independent Managers. The value of equity securities varies in response to many factors. These factors include, without limitation, factors specific to an issuer and factors specific to the industry in which the issuer participates. Individual companies may report poor results or be negatively affected by industry and/or economic trends and developments, and the stock prices of such companies may suffer a decline in response. In addition, equity securities are subject to stock risk, which is the risk that stock prices historically rise and fall in periodic cycles. U.S. and non-U.S. stock markets have experienced periods of substantial price volatility in the past and may do so again in the future. In addition, investments in small-capitalization, mid-capitalization and financially distressed companies may be subject to more abrupt or erratic price movements and may lack sufficient market liquidity, and these issuers often face greater business risks.

### *Fixed Income Securities*

While the Firm emphasizes risk-averse management and capital preservation in its fixed-income bond portfolios, clients who invest in this product can lose money, including losing a portion of their original investment. The prices of the securities in our portfolios fluctuate. The Firm does not guarantee any particular level of performance. Below is a representative list of the types of risks clients should consider before investing in this product.

- Interest rate risk. Prices of bonds tend to move in the opposite direction to interest rate changes. Typically, a rise in interest rates will negatively affect bond prices. The longer the duration and average maturity of a portfolio, the greater the likely reaction to interest rate moves.
- Credit (or default) risk. A bond's price will generally fall if the issuer fails to make a scheduled interest or principal payment, if the credit rating of the security is downgraded, or if the perceived creditworthiness of the issuer deteriorates.
- Liquidity risk. Sectors of the bond market can experience a sudden downturn in trading activity. When there is little or no trading activity in a security, it can be difficult to sell the security at or near its perceived value. In such a market, bond prices may fall.
- Call risk. Some bonds give the issuer the option to call or redeem the bond before the maturity date. If an issuer calls a bond when interest rates are declining, the proceeds may have to be reinvested at a lower yield. During periods of market illiquidity or rising rates, prices of callable securities may be subject to increased volatility.

- Prepayment risk. When interest rates fall, the principal of mortgage-backed securities may be prepaid. These prepayments can reduce the portfolio's yield because proceeds may have to be reinvested at a lower yield.
- Extension risk. When interest rates rise or there is a lack of refinancing opportunities, prepayments of mortgage-backed securities or callable bonds may be less than expected. This would lengthen the portfolio's duration and average maturity and increase its sensitivity to rising rates and its potential for price declines.

### *Mutual Funds and ETFs*

An investment in a mutual fund or ETF involves risk, including the loss of principal. Mutual fund and ETF shareholders are necessarily subject to the risks stemming from the individual issuers of the fund's underlying portfolio securities. Such shareholders are also liable for taxes on any fund-level capital gains, as mutual funds and ETFs are required by law to distribute capital gains in the event they sell securities for a profit that cannot be offset by a corresponding loss.

Shares of mutual funds are generally distributed and redeemed on an ongoing basis by the fund itself or a broker acting on its behalf. The trading price at which a share is transacted is equal to a fund's stated daily per share net asset value ("NAV"), plus any shareholders fees (e.g., sales loads, purchase fees, redemption fees). The per share NAV of a mutual fund is calculated at the end of each business day, although the actual NAV fluctuates with intraday changes to the market value of the fund's holdings. The trading prices of a mutual fund's shares may differ from the NAV during periods of market volatility, which may, among other factors, lead to the mutual fund's shares trading at a premium or discount to actual NAV.

Shares of ETFs are listed on securities exchanges and transacted at negotiated prices in the secondary market. Generally, ETF shares trade at or near their most recent NAV, which is generally calculated at least once daily for index-based ETFs and potentially more frequently for actively managed ETFs. However, certain inefficiencies may cause the shares to trade at a premium or discount to their pro rata NAV. There is also no guarantee that an active secondary market for such shares will develop or continue to exist. Generally, an ETF only redeems shares when aggregated as creation units (usually 20,000 shares or more). Therefore, if a liquid secondary market ceases to exist for shares of a particular ETF, a shareholder may have no way to dispose of such shares.

### *Use of Independent Managers*

As stated above, Vineyard Family Wealth Advisors selects certain Independent Managers to manage a portion of its clients' assets. In these situations, Vineyard Family Wealth Advisors continues to conduct ongoing due diligence of such managers, but such recommendations rely to a great extent on the Independent Managers' ability to successfully implement their investment strategies. In addition, Vineyard Family Wealth Advisors does not have the ability to supervise the Independent Managers on a day-to-day basis.

### *Management through Similarly Managed “Model” Accounts*

Vineyard Family Wealth Advisors manages certain accounts through the use of similarly managed “model” portfolios, whereby the Firm allocates all or a portion of its clients’ assets among various mutual funds and/or securities on a discretionary basis using one or more of its proprietary investment strategies. In managing assets through the use of models, the Firm remains in compliance with the safe harbor provisions of Rule 3a-4 of the Investment Company Act of 1940.

The strategy used to manage a model portfolio may involve an above average portfolio turnover that could negatively impact clients’ net after tax gains. While the Firm seeks to ensure that clients’ assets are managed in a manner consistent with their individual financial situations and investment objectives, securities transactions effected pursuant to a model investment strategy are usually done without regard to a client’s individual tax ramifications. Clients should contact the Firm if they experience a change in their financial situation or if they want to impose reasonable restrictions on the management of their accounts.

### *Currency Risks*

An advisory account that holds investments denominated in currencies other than the currency in which the advisory account is denominated may be adversely affected by the volatility of currency exchange rates.

### *Interest Rate Risks*

Interest rates may fluctuate significantly, causing price volatility with respect to securities or instruments held by clients.

## **Item 9. Disciplinary Information**

Vineyard Family Wealth Advisors has not been involved in any legal or disciplinary events that are material to a client’s evaluation of its advisory business or the integrity of its management.

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

This item requires investment advisers to disclose certain financial industry activities and affiliations. The Firm does not have any other financial industry activities or affiliations that need to be disclosed.

## **Item 11. Code of Ethics**

Vineyard Family Wealth Advisors has adopted a code of ethics in compliance with applicable securities laws (“Code of Ethics”) that sets forth the standards of conduct expected of its Supervised Persons. Vineyard Family Wealth Advisors’ Code of Ethics contains written policies reasonably designed to prevent certain unlawful practices such as the use of material non-public information by the Firm or any of its Supervised Persons and the trading by the same of securities ahead of clients in order to take advantage of pending orders.

The Code of Ethics also requires certain of Vineyard Family Wealth Advisors’ personnel to report their

personal securities holdings and transactions and obtain pre-approval of certain investments (e.g., initial public offerings, limited offerings). However, the Firm's Supervised Persons are permitted to buy or sell securities that it also recommends to clients if done in a fair and equitable manner that is consistent with the Firm's policies and procedures. This Code of Ethics has been established recognizing that some securities trade in sufficiently broad markets to permit transactions by certain personnel to be completed without any appreciable impact on the markets of such securities. Therefore, under limited circumstances, exceptions may be made to the policies stated below.

When the Firm is engaging in or considering a transaction in any security on behalf of a client, no Supervised Person with access to this information may knowingly effect for themselves or for their immediate family (i.e., spouse, minor children and adults living in the same household) a transaction in that security unless:

- the transaction has been completed;
- the transaction for the Supervised Person is completed as part of a batch trade with clients; or
- a decision has been made not to engage in the transaction for the client.

These requirements are not applicable to: (i) direct obligations of the Government of the United States; (ii) money market instruments, bankers' acceptances, bank certificates of deposit, commercial paper, repurchase agreements and other high quality short-term debt instruments, including repurchase agreements; (iii) shares issued by money market funds; and iv) shares issued by other unaffiliated open-end mutual funds.

Clients and prospective clients may contact Vineyard Family Wealth Advisors to request a copy of its Code of Ethics by contacting the Firm at the phone number on the cover page of this brochure.

## Item 12. Brokerage Practices

### Recommendation of Broker-Dealers for Client Transactions

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Vineyard Family Wealth Advisors recommends that clients utilize the custody, brokerage and clearing services of Charles Schwab & Co, Inc. through its Schwab Advisor Services division ("Schwab") or TD AMERITRADE Institutional, a division of TD AMERITRADE, Inc. ("TD Ameritrade" and together with Schwab "Custodians") for investment management accounts. Vineyard Family Wealth Advisors participates in the institutional customer program offered by TD Ameritrade Institutional. TD Ameritrade Institutional is a division of TD Ameritrade Inc., member FINRA/SIPC/NFA, an unaffiliated SEC-registered broker-dealer and FINRA member. TD Ameritrade offers to independent investment advisers services which include custody of securities, trade execution, clearance and settlement of transactions. Vineyard Family Wealth Advisors receives some benefits from TD Ameritrade through its participation in the program. The final decision to custody assets with Custodians is at the discretion of the client, including those accounts under ERISA or IRA rules and regulations, in which case the client is acting as



either the plan sponsor or IRA accountholder. Vineyard Family Wealth Advisors is independently owned and operated and not affiliated with Custodians. Custodians provides Vineyard Family Wealth Advisors with access to its institutional trading and custody services, which are typically not available to retail investors.

Factors which Vineyard Family Wealth Advisors considers in recommending Custodians or any other broker-dealer to clients include their respective financial strength, reputation, execution, pricing, research and service. Custodians enables the Firm to obtain many mutual funds without transaction charges and other securities at nominal transaction charges. Custodians has also agreed to reimburse clients for exit fees associated with moving accounts to Custodians. The reimbursement is only available up to a certain amount for all of the Firm's clients over a twelve-month period. Fees are reimbursed on a first-come-first-served basis so that no clients are favored. The commissions and/or transaction fees charged by Custodians may be higher or lower than those charged by other Financial Institutions.

The commissions paid by Advisors' clients to Custodians comply with the Firm's duty to obtain "best execution." Clients may pay commissions that are higher than another qualified Financial Institution might charge to effect the same transaction where Vineyard Family Wealth Advisors determines that the commissions are reasonable in relation to the value of the brokerage and research services received. In seeking best execution, the determinative factor is not the lowest possible cost, but whether the transaction represents the best qualitative execution, taking into consideration the full range of a Financial Institution's services, including among others, the value of research provided, execution capability, commission rates and responsiveness. Vineyard Family Wealth Advisors seeks competitive rates but may not necessarily obtain the lowest possible commission rates for client transactions.

Consistent with obtaining best execution, brokerage transactions are directed to certain broker-dealers in return for investment research products and/or services which assist Vineyard Family Wealth Advisors in its investment decision-making process. Such research will be used to service all of the Firm's clients, but brokerage commissions paid by one client may be used to pay for research that is not used in managing that client's portfolio. The receipt of investment research products and/or services as well as the allocation of the benefit of such investment research products and/or services poses a conflict of interest because Vineyard Family Wealth Advisors does not have to produce or pay for the products or services.

Vineyard Family Wealth Advisors periodically and systematically reviews its policies and procedures regarding its recommendation of Financial Institutions in light of its duty to obtain best execution.

### **Software and Support Provided by Financial Institutions**

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There is no direct link between Advisors' participation in Custodians' institutional customer program and the investment advice it gives to its clients, although Vineyard Family Wealth Advisors receives economic benefits through its participation in the program that are typically not available to Custodians' retail investors. Additionally, Vineyard Family Wealth Advisors may receive the following benefits from Custodians through its registered investment adviser division: receipt of duplicate client confirmations and bundled duplicate statements; access to a trading desk that exclusively services its Registered Investment Adviser participants; access to block trading which provides the ability to aggregate securities transactions



and then allocate the appropriate shares to client accounts; and access to an electronic communication network for client order entry and account information. The Firm also has the ability deduct advisory fees directly from client accounts; access to an electronic communications network for client order entry and account information; access to mutual funds with no transaction fees and to certain institutional money managers; and discounts on compliance, marketing, research, technology, and practice management products or services provided to the Firm by third party vendors. Custodians may fund business consulting and professional services received by Advisors' related persons.

Some of the products and services made available by Custodians through the program may benefit Vineyard Family Wealth Advisors but not its client. These products or services may assist Vineyard Family Wealth Advisors in managing and administering client accounts, including accounts not maintained at Custodians. Other services made available by Custodians are intended to help Vineyard Family Wealth Advisors manage and further develop its business enterprise. The benefits received by Advisors' participation in the program do not depend on the amount of brokerage transactions directed to Custodians. These services generally are available to independent investment advisors on an unsolicited basis, at no charge to them so long as a certain amount of the advisor's clients' assets are maintained in accounts at Custodians. Custodians' services include brokerage services that are related to the execution of securities transactions, custody, research, including that in the form of advice, analyses and reports, and access to mutual funds and other investments that are otherwise generally available only to institutional investors or would require a significantly higher minimum initial investment.

### **Brokerage for Client Referrals**

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Vineyard Family Wealth Advisors does not consider, in selecting or recommending broker-dealers, whether the Firm receives client referrals from the Financial Institutions.

### **Directed Brokerage**

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The client may direct Vineyard Family Wealth Advisors in writing to use a particular Financial Institution to execute some or all transactions for the client. In that case, the client will negotiate terms and arrangements for the account with that Financial Institution and the Firm will not seek better execution services or prices from other Financial Institutions or be able to "batch" client transactions for execution through other Financial Institutions with orders for other accounts managed by Vineyard Family Wealth Advisors (as described above). As a result, the client may pay higher commissions or other transaction costs, greater spreads or may receive less favorable net prices, on transactions for the account than would otherwise be the case. Subject to its duty of best execution, Vineyard Family Wealth Advisors may decline a client's request to direct brokerage if, in the Firm's sole discretion, such directed brokerage arrangements would result in additional operational difficulties.

### **Trade Aggregation**

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Transactions for each client will be effected independently, unless Vineyard Family Wealth Advisors

decides to purchase or sell the same securities for several clients at approximately the same time. Vineyard Family Wealth Advisors may (but is not obligated to) combine or “batch” such orders to obtain best execution, to negotiate more favorable commission rates or to allocate equitably among the Firm’s clients differences in prices and commissions or other transaction costs that might not have been obtained had such orders been placed independently. Under this procedure, transactions will be averaged as to price and allocated among Vineyard Family Wealth Advisors’ clients pro rata to the purchase and sale orders placed for each client on any given day. To the extent that the Firm determines to aggregate client orders for the purchase or sale of securities, including securities in which Vineyard Family Wealth Advisors’ Supervised Persons may invest, the Firm does so in accordance with applicable rules promulgated under the Advisers Act and no-action guidance provided by the staff of the U.S. Securities and Exchange Commission. Vineyard Family Wealth Advisors does not receive any additional compensation or remuneration as a result of the aggregation.

In the event that the Firm determines that a prorated allocation is not appropriate under the particular circumstances, the allocation will be made based upon other relevant factors, which include: (i) when only a small percentage of the order is executed, shares may be allocated to the account with the smallest order or the smallest position or to an account that is out of line with respect to security or sector weightings relative to other portfolios, with similar mandates; (ii) allocations may be given to one account when one account has limitations in its investment guidelines which prohibit it from purchasing other securities which are expected to produce similar investment results and can be purchased by other accounts; (iii) if an account reaches an investment guideline limit and cannot participate in an allocation, shares may be reallocated to other accounts (this may be due to unforeseen changes in an account’s assets after an order is placed); (iv) with respect to sale allocations, allocations may be given to accounts low in cash; (v) in cases when a pro rata allocation of a potential execution would result in a de minimis allocation in one or more accounts, the Firm may exclude the account(s) from the allocation; the transactions may be executed on a pro rata basis among the remaining accounts; or (vi) in cases where a small proportion of an order is executed in all accounts, shares may be allocated to one or more accounts on a random basis.

## **Item 13. Review of Accounts**

### **Account Reviews**

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Vineyard Family Wealth Advisors monitors client portfolios on a continuous and ongoing basis and regular account reviews are conducted on at least an annual basis by Rodney James. All investment advisory clients are encouraged to discuss their needs, goals and objectives with Vineyard Family Wealth Advisors and to keep the Firm informed of any changes thereto.

### **Account Statements and Reports**

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Clients are provided with transaction confirmation notices and regular summary account statements directly from the Financial Institutions where their assets are custodied. From time-to-time or as otherwise





requested, clients may also receive written or electronic reports from Vineyard Family Wealth Advisors and/or an outside service provider, which contain certain account and/or market-related information, such as an inventory of account holdings or account performance. Clients should compare the account statements they receive from their custodian with any documents or reports they receive from Vineyard Family Wealth Advisors or an outside service provider.

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

The Firm does not currently provide compensation to any third-party solicitors or receive compensation for client referrals.

The Firm receives economic benefits from Custodians. The benefits, conflicts of interest and how they are addressed are discussed above in response to Item 12.

### **Item 15. Custody**

Vineyard Family Wealth Advisors is deemed to have custody of client funds and securities because the Firm is given the ability to debit client accounts for payment of the Firm's fees. As such, client funds and securities are maintained at one or more Financial Institutions that serve as the qualified custodian with respect to such assets. Such qualified custodians will send account statements to clients at least once per calendar quarter that typically detail any transactions in such account for the relevant period.

In addition, as discussed in Item 13, Vineyard Family Wealth Advisors will also send, or otherwise make available, periodic supplemental reports to clients. Clients should carefully review the statements sent directly by the Financial Institutions and compare them to those received from Vineyard Family Wealth Advisors. Any other custody disclosures can be found in the Firm's Form ADV Part 1.

### **Standing Letters of Authorization**

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Vineyard Family Wealth Advisors also anticipates having custody due to clients giving the Firm limited power of attorney in a standing letter of authorization ("SLOA") to disburse funds to one or more third parties as specifically designated by the client. In such circumstances, the Firm will consider the "SEC's NO ACTION LETTER DATED FEBRUARY 21, 2017". The steps in the SEC's no-action letter include (in summary): i) client will provide instruction for the SLOA to the custodian; ii) client will authorize the Firm to direct transfers to the specific third party; iii) the custodian will perform appropriate verification of the instruction and provide a transfer of funds notice to the client promptly after each transfer; iv) the client will have the ability to terminate or change the instruction; v) the Firm will have no authority or ability to designate or change the identity or any information about the third party; vi) the Firm will keep records showing that the third party is not a related party of the Firm or located at the same address as the Firm; and vii) the custodian will send the client an initial and annual notice confirming the SLOA instructions.

### **Item 16. Investment Discretion**

Vineyard Family Wealth Advisors is given the authority to exercise discretion on behalf of some clients. Vineyard Family Wealth Advisors is considered to exercise investment discretion over a client's account if it can effect and/or direct transactions in client accounts without first seeking their consent. Vineyard Family Wealth Advisors is given this authority through a power-of-attorney included in the agreement between Vineyard Family Wealth Advisors and the client. Clients may request a limitation on this authority (such as certain securities not to be bought or sold). Vineyard Family Wealth Advisors takes discretion over the following activities:

- The securities to be purchased or sold;
- The amount of securities to be purchased or sold;
- When transactions are made; and
- The Independent Managers to be hired or fired.

### **Item 17. Voting Client Securities**

#### **Acceptance of Proxy Voting Authority**

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Vineyard Family Wealth Advisors accepts the authority to vote a client's securities (i.e., proxies) on their behalf. When Vineyard Family Wealth Advisors accepts such responsibility, it will only cast proxy votes in a manner consistent with the best interest of its clients. Absent special circumstances, which are fully-described in the Firm's Proxy Voting Policies and Procedures, all proxies will be voted consistent with guidelines established and described in Vineyard Family Wealth Advisors' Proxy Voting Policies and Procedures, as they may be amended from time-to-time. Clients may contact Vineyard Family Wealth Advisors to request information about how the Firm voted proxies for that client's securities or to get a copy of Vineyard Family Wealth Advisors' Proxy Voting Policies and Procedures. A brief summary of Vineyard Family Wealth Advisors' Proxy Voting Policies and Procedures is as follows:

- Vineyard Family Wealth Advisors will be responsible for monitoring corporate actions, making voting decisions in the best interest of clients, and ensuring that proxies are submitted in a timely manner.
- Vineyard Family Wealth will vote proxies according to Vineyard Family Wealth Advisors' current Proxy Voting Guidelines. The Proxy Voting Guidelines include many specific examples of voting decisions for the types of proposals that are most frequently presented, including: composition of the board of directors; approval of independent auditors; management and director compensation; anti-takeover mechanisms and related issues; changes to capital structure; corporate and social policy issues; and issues involving mutual funds.
- Although the Proxy Voting Guidelines are followed as a general policy, certain issues are considered on a case-by-case basis based on the relevant facts and circumstances. Since corporate



governance issues are diverse and continually evolving, the Firm devotes an appropriate amount of time and resources to monitor these changes.

- Clients cannot direct Vineyard Family Wealth Advisors' vote on a particular solicitation but can revoke the Firm's authority to vote proxies.

In situations where there is a conflict of interest in the voting of proxies due to business or personal relationships that Vineyard Family Wealth Advisors maintains with persons having an interest in the outcome of certain votes, the Firm takes appropriate steps to ensure that its proxy voting decisions are made in the best interest of its clients and are not the product of such conflict.

Alternatively, the Firm may engage a third-party proxy voting firm to vote proxies on its behalf for clients. In such circumstances, the Firm will continue to be responsible for doing an initial and ongoing review of that third-party's policies and procedures, including any risks and conflicts of interest.

### **Item 18. Financial Information**

Vineyard Family Wealth Advisors is not required to disclose any financial information listed in the instructions to Item 18 because:

- The Firm does not require or solicit the prepayment of more than \$500 in fees six months or more in advance of services rendered;
- The Firm does not have a financial condition that is reasonably likely to impair its ability to meet contractual commitments to clients; and
- The Firm has not been the subject of a bankruptcy petition at any time during the past ten years.

## Item 19. Requirements for State Registered Advisors

**Rodney James**

Born 1980

### Post-Secondary Education

Texas A&M University - BA, Speech Communication - 2003

### Recent Business Background

Vineyard Family Wealth, LLC - Chief Executive Officer, Chief Compliance Officer, and Sole Member  
– March 2021 to Present

Mercer Global Advisors - Client Advisor - May 2017 to March 2021

Kanaly Trust Company - Wealth Strategist - October 2012 to May 2017

Bernstein Global Wealth Management - Associate October 2010 to October 2012

### Professional Certifications

Rodney E. James holds the professional designation of CERTIFIED FINANCIAL PLANNER™ (“CFP®”).

### Disclosure Statements

- Rodney E. James has never been found liable in an arbitration claim alleging damages.
- Rodney E. James has never been found liable to in a civil, self-regulatory organization, or administrative proceeding.
- Rodney E. James has never been the subject of a bankruptcy petition.
- Rodney E. James does not have any disciplinary history to disclose.
- Rodney E. James does not have any additional forms of compensation to disclose.

The firm or its representatives do not accept performance-based fees or have any arrangement with any issuer of securities.

Please refer to Form ADV Part 2B Supplement for Rodney E. James for additional information.