### **Collaborative Wealth Advisors, LLC**

319 Littleton Road, Suite 204 Westford, Massachusetts 01886

> Phone: 978.392.3630 Fax: 978.349.7001

www.cwagroup.com

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#### FORM ADV PART 2A BROCHURE

This brochure provides information about the qualifications and business practices of Collaborative Wealth Advisors, LLC. If you have any questions about the contents of this brochure, please contact us at 978.392.3630. 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 Collaborative Wealth Advisors, LLC is also available on the SEC's website at <u>www.adviserinfo.sec.gov</u>. The searchable IARD/CRD number for Collaborative Wealth Advisors, LLC is 128431.

Collaborative Wealth Advisors, LLC is a registered investment adviser. Registration with the United States Securities and Exchange Commission or any state securities authority does not imply a certain level of skill or training.

### **Item 2 Summary of Material Changes**

Form ADV Part 2 requires registered investment advisers to amend their brochure when information becomes materially inaccurate. If there are any material changes to an adviser's disclosure brochure, the adviser is required to notify you and provide you with a description of the material changes.

Since the filing of our last annual updating amendment, dated March 20, 2023, we have the following material changes to report:

- Collaborative Wealth Advisors, LLC is under new ownership. Ronald E. Dokus is our firm's new principal owner. This brochure has been amended to reflect the change in ownership structure.
- Disclosures have been added for Ronald Dokus' ownership interest in Dokus Financial Partners, LLC, a licensed insurance agency as well as the tax services he offers. Please see Item 10 - Other Financial Industry Activities and Affiliations for complete details.
- Our firm no longer uses TD Ameritrade, therefore disclosures related to TD Ameritrade have been removed from Item 12 Brokerage Practices.

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### Item 4 Advisory Business

#### **Description of Services and Fees**

Collaborative Wealth Advisors, LLC is a registered investment adviser based in Westford, Massachusetts. We are organized as a limited liability company under the laws of the Commonwealth of Massachusetts. We have been providing financial advisory services since 2003. Ronald E. Dokus is our firm's principal owner. Currently, we offer the following financial advisory services, which are personalized to each individual client:

- Portfolio Management Services
- Financial Planning and Consulting Services
- Retirement Plan Advisory Services

The following paragraphs describe our services and fees. Please refer to the description of each financial advisory service listed below for information on how we tailor our advisory services to your individual needs. As used in this brochure, the words "we", "our" and "us" refer to Collaborative Wealth Advisors, LLC and the words "you", "your" and "client" refer to you as either a client or prospective client of our firm. Also, you may see the term Associated Person throughout this brochure. As used in this brochure, our Associated Persons are our firm's officers, employees, and all individuals providing investment advice on behalf of our firm.

#### **Portfolio Management Services**

We offer discretionary portfolio management services. Our investment advice is tailored to meet our clients' needs and investment objectives. If you retain our firm for portfolio management services, we will meet with you to determine your investment objectives, risk tolerance, and other relevant information (the "suitability information") at the beginning of our advisory relationship. We will use the suitability information we gather to develop a strategy that enables our firm to give you focused investment advice and/or to make investments on your behalf. Once we construct an investment portfolio for you, we will periodically monitor your portfolio's performance and will rebalance the portfolio as required by changes in market conditions and in your financial circumstances.

We require you to grant our firm discretionary authority to manage your account. Discretionary authorization will allow our firm to determine the specific securities, and the amount of securities, to be purchased or sold for your account without your approval prior to each transaction. Discretionary authority is typically granted by the advisory agreement you sign with our firm, a power of attorney, or trading authorization forms. You may limit our discretionary authority (for example, limiting the types of securities that can be purchased for your account) by providing our firm with your restrictions and guidelines in writing.

#### Financial Planning and Consulting Services

We offer broad-based, modular, and consultative financial planning services. Broad-based financial planning will typically involve providing a variety of advisory services to clients regarding the management of their financial resources based upon an analysis of their individual needs. If you retain our firm for financial planning services, we will meet with you to gather information about your financial circumstances and objectives. Once we review and analyze the information you provide to our firm we will deliver a written plan to you, designed to help you achieve your stated financial goals and objectives. If you only require advice on a single aspect of your finances, we offer financial plans in a modular format and/or general consulting services that address only those specific areas of interest or concern.

Our financial planning services may address one or several of the following topics: retirement planning, tax planning, education planning, estate planning, insurance planning, and advice on existing or potential investment products, asset allocation, and/or financial decision making/negotiation.

Financial plans are based on your financial situation at the time we present the plan to you, and on the financial information you provide to our firm. You must promptly notify our firm if your financial situation, goals, objectives, or needs change.

You are under no obligation to act on our financial planning recommendations. Should you choose to act on any of our recommendations, you are not obligated to implement the financial plan through any of our other advisory services. Moreover, you may act on our recommendations by placing securities transactions with any brokerage firm.

#### **Retirement Plan Advisory Services**

We offer retirement plan advisory services to employee benefit plans and their fiduciaries based upon the needs of the plan and the services requested by the plan sponsor or named fiduciary. In general, these services may include an existing plan review, asset allocation advice, money management services, investment performance monitoring, ongoing consulting and communication and education services where the firm will assist the plan sponsor in providing meaningful information regarding the retirement plan to its participants.

As disclosed in this Form ADV Part 2A, we offer discretionary portfolio management services to employee benefit plans ("Plan"). The services are designed to assist plan sponsors in meeting their management and fiduciary obligations to Participants under the Employee Retirement Income Securities Act ("ERISA"). Pursuant to adopted regulations of the U.S. Department of Labor, we are required to provide the Plan's responsible plan fiduciary (the person who has the authority to engage us as an investment adviser to the Plan) with a written statement of the services we provide to the Plan, the compensation we receive for providing those services, and our status (which is described below).

The services we provide to your Plan are described above, and in the service agreement that you have previously signed with our firm. Our compensation for these services is described below, and also in the service agreement. We may, with consent of the Plan, and in accordance with Plan documents, bill out-of pocket expenses (such as overnight mailings, messenger, translation fees, etc.) at cost. We do not reasonably expect to receive any other compensation, direct or indirect, for the services we provide to the Plan. If we receive any other compensation for such services, we will (i) offset the compensation against our stated fees, and (ii) we will promptly disclose the amount of such compensation, the services rendered for such compensation and the payer of such compensation to you.

In providing services to the Plan, our status is that of an investment adviser registered with the Commonwealth of Massachusetts and such other state securities authorities as required by law, and we are not subject to any disqualifications under Section 411 of ERISA. In performing fiduciary services, we are acting as a non-discretionary fiduciary of the Plan as defined in Section 3(21) under ERISA.

#### **Types of Investments**

We primarily offer advice on mutual funds; however, we may also offer advice on exchange traded funds (ETFs), equity securities, corporate debt securities, commercial paper, certificates of deposit, municipal securities, investment company securities, and U.S. Government securities.

You may request that we refrain from investing in particular securities or certain types of securities. You must provide these restrictions to our firm in writing.

### **IRA Rollover Recommendations**

Effective December 20, 2021 (or such later date as the US Department of Labor ("DOL") Field Assistance Bulletin 2018-02 ceases to be in effect), for purposes of complying with the DOL's Prohibited Transaction Exemption 2020-02 ("PTE 2020-02") where applicable, we are providing the following acknowledgment to you.

When we provide investment advice to you regarding your retirement plan account or individual retirement account, we are fiduciaries within the meaning of Title I of the Employee Retirement Income Security Act and/or the Internal Revenue Code, as applicable, which are laws governing retirement accounts. The way we make money creates some conflicts with your interests, so we operate under a special rule that requires us to act in your best interest and not put our interest ahead of yours. Under this special rule's provisions, we must:

- Meet a professional standard of care when making investment recommendations (give prudent advice);
- Never put our financial interests ahead of yours when making recommendations (give loyal advice);
- Avoid misleading statements about conflicts of interest, fees, and investments;
- Follow policies and procedures designed to ensure that we give advice that is in your best interest;
- Charge no more than is reasonable for our services; and
- Give you basic information about conflicts of interest.

We benefit financially from the rollover of your assets from a retirement account to an account that we manage or provide investment advice, because the assets increase our assets under management and, in turn, our advisory fees. As a fiduciary, we only recommend a rollover when we believe it is in your best interest.

#### Assets Under Management

As of December 31, 2022, we manage \$53,962,000 in client assets on a discretionary basis.

### **Item 5 Fees and Compensation**

#### **Portfolio Management Services**

Our fee for portfolio management services is based on a percentage of your assets we manage and is set forth in the following fee schedule:

#### Assets Under Management Annual Fee\*

First \$500,000	1.00%
Next \$500,000	0.80%
Next \$500,000	0.70%
Assets over \$1.5 Million	0.50%

\* Our minimum annual fee is \$500 with a minimum account value of \$200,000.

Our annual portfolio management fee is billed and payable quarterly in arrears based on the value of your account on the last day of the quarter. If the advisory agreement is executed at any time other than the first day of a calendar quarter, our fees will apply on a pro rata basis, which means that the advisory fee is payable in proportion to the number of days in the quarter for which you are a client. Our advisory fee is negotiable, depending on individual client circumstances.

At our discretion, we may combine the account values of family members living in the same household to determine the applicable advisory fee. For example, we may combine account values for you and your minor children, joint accounts with your spouse, and other types of related accounts. Combining account values may increase the asset total, which may result in your paying a reduced advisory fee based on the available breakpoints in our fee schedule stated above.

Alternatively we may charge an annual fixed fee, ranging from \$1,500 to \$15,000 payable quarterly in arrears.

We will send you an invoice for the payment of our advisory fee, or we will deduct our fee directly from your account through the qualified custodian holding your funds and securities. We will deduct our advisory fee only when you have given our firm written authorization permitting the fees to be paid directly from your account. Further, the qualified custodian will deliver an account statement to you at least quarterly. These account statements will show all disbursements from your account. You should review all statements for accuracy. We will also receive a duplicate copy of your account statements.

You may terminate the portfolio management agreement upon 30-days' written notice to our firm. You will incur a pro rata charge for services rendered prior to the termination of the portfolio management agreement, which means you will incur advisory fees only in proportion to the number of days in the quarter for which you are a client.

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

We charge an hourly fee of \$250 for financial planning services, which is due upon completion of services rendered. In some circumstances, we will charge a fixed fee for financial planning services, which ranges from \$800 to \$4,000. Fees are negotiable depending on the scope and complexity of the plan, your situation, and your financial objectives. If a fixed fee is charged, we require payment upon completion of services rendered. If you implement our financial planning advice through our portfolio management services, we may not charge the cost of a financial plan with the portfolio management fees paid to our firm.

You may terminate the financial planning agreement by providing written notice to our firm. You will incur a pro rata charge for services rendered prior to the termination of the agreement. If you have prepaid advisory fees that we have not yet earned, you will receive a prorated refund of those fees.

#### **Retirement Plan Advisory Services**

Where the plan has engaged our firm to manage the plan's assets, we charge an annual fixed fee, ranging from \$500 to \$15,000. Although this fee is always payable in arrears, we have the sole discretion to determine whether our fee is paid out annually or on a quarterly basis.

Our advisory fees for these customized services will be negotiated with the plan sponsor or named fiduciary on a case-by-case basis.

The fee will be based upon a number of factors including, but not limited to, the amount of work involved, the assets placed under management and the attention needed to manage the account. Fees for management services are billed quarterly in arrears based on the market value of the assets on the last day of the quarter. Fees will be assessed pro rata in the event the retirement plan advisory agreement is executed at any time other than the first day of a calendar quarter. The final fee and fee paying arrangements will be clearly set forth in the advisory agreement signed by our firm and the client.

Either party to the retirement plan advisory agreement may terminate the agreement upon 30-days' written notice to the other party. The retirement plan advisory fees will be prorated for the quarter and/or year in which the termination notice is given.

### Additional Fees and Expenses

As part of our investment advisory services to you, we may invest, or recommend that you invest, in mutual funds and exchange traded funds. The fees that you pay to our firm for investment advisory services are separate and distinct from the fees and expenses charged by mutual funds or exchange traded funds (described in each fund's prospectus) to their shareholders. These fees will generally include a management fee and other fund expenses. You will also incur transaction charges and/or brokerage fees when purchasing or selling securities. These charges and fees are typically imposed by the broker-dealer or custodian through whom your account transactions are executed. We do not share in any portion of the brokerage fees/transaction charges imposed by the broker-dealer or custodian. To fully understand the total cost you will incur, you should review all the fees charged by mutual funds, exchange traded funds, our firm, and others. For information on our brokerage practices, please refer to the "Brokerage Practices" section of this brochure.

### **IRA Rollover Considerations**

As part of our investment advisory services to you, we may recommend that you withdraw the assets from your employer's retirement plan and roll the assets over to an individual retirement account ("IRA") that we will manage on your behalf. If you elect to roll the assets to an IRA that is subject to our management, we will charge you an asset based fee as set forth in the agreement you executed with our firm. This practice presents a conflict of interest because persons providing investment advice on our behalf have an incentive to recommend a rollover to you for the purpose of generating fee based compensation rather than solely based on your needs. You are under no obligation, contractually or otherwise, to complete the rollover. Moreover, if you do complete the rollover, you are under no obligation to have the assets in an IRA managed by our firm.

Many employers permit former employees to keep their retirement assets in their company plan. Also, current employees can sometimes move assets out of their company plan before they retire or change jobs. In determining whether to complete the rollover to an IRA, and to the extent the following options are available, you should consider the costs and benefits of each.

An employee will typically have four options:

- 1. Leaving the funds in your employer's (former employer's) plan.
- 2. Moving the funds to a new employer's retirement plan.
- 3. Cashing out and taking a taxable distribution from the plan.
- 4. Rolling the funds into an IRA rollover account.

Each of these options has advantages and disadvantages and before making a change we encourage you to speak with your CPA and/or tax attorney.

If you are considering rolling over your retirement funds to an IRA for us to manage here are a few points to consider before you do so:

- 1. Determine whether the investment options in your employer's retirement plan address your needs or whether you might want to consider other types of investments.
  - a. Employer retirement plans generally have a more limited investment menu than IRAs.
  - b. Employer retirement plans may have unique investment options not available to the public such as employer securities, or previously closed funds.
- 2. Your current plan may have lower fees than our fees.
  - a. If you are interested in investing only in mutual funds, you should understand the cost structure of the share classes available in your employer's retirement plan and how the costs of those share classes compare with those available in an IRA.

- b. You should understand the various products and services you might take advantage of at an IRA provider and the potential costs of those products and services.
- 3. Our strategy may have higher risk than the option(s) provided to you in your plan.
- 4. Your current plan may also offer financial advice.
- 5. If you keep your assets titled in a 401k or retirement account, you could potentially delay your required minimum distribution beyond age 72.
- 6. Your 401k may offer more liability protection than a rollover IRA; each state may vary.
  - a. Generally, federal law protects assets in qualified plans from creditors. Since 2005, IRA assets have been generally protected from creditors in bankruptcies. However, there can be some exceptions to the general rules so you should consult with an attorney if you are concerned about protecting your retirement plan assets from creditors.
- 7. You may be able to take out a loan on your 401k, but not from an IRA.
- 8. IRA assets can be accessed any time; however, distributions are subject to ordinary income tax and may also be subject to a 10% early distribution penalty unless they qualify for an exception such as disability, higher education expenses or the purchase of a home.
- 9. If you own company stock in your plan, you may be able to liquidate those shares at a lower capital gains tax rate.
- 10.Your plan may allow you to hire us as the manager and keep the assets titled in the plan name.

It is important that you understand the differences between these types of accounts and to decide whether a rollover is best for you. Prior to proceeding, if you have questions contact your investment adviser representative, or call our main number as listed on the cover page of this brochure.

### Item 6 Performance-Based Fees and Side-By-Side Management

We do not accept performance-based fees or participate in side-by-side management. Side-by-side management refers to the practice of managing accounts that are charged performance-based fees while at the same time managing accounts that are not charged performance-based fees. Performance-based fees are fees that are based on a share of capital gains or capital appreciation of a client's account. Our fees are calculated as described in the **Advisory Business** section above, and are not charged on the basis of a share of capital gains upon, or capital appreciation of, the funds in your advisory account.

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

We offer investment advisory services to individuals, pension and profit sharing plans, trusts, estates, charitable organizations, corporations, and other business entities.

Our minimum account size to open and maintain an advisory account is \$200,000; however, we have the right to terminate your Account if it falls below a minimum size which, in our sole opinion, is too small to effectively manage.

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

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

We will use one or more of the following methods of analysis or investment strategies when providing investment advice to you:

- Fundamental Analysis involves analyzing individual companies and their industry groups, such as a company's financial statements, details regarding the company's product line, the experience and expertise of the company's management, and the outlook for the company's industry. The resulting data is used to measure the true value of the company's stock compared to the current market value. The risk of fundamental analysis is that information obtained may be incorrect and the analysis may not provide an accurate estimate of earnings, which may be the basis for a stock's value. If securities prices adjust rapidly to new information, utilizing fundamental analysis may not result in favorable performance.
- Technical Analysis involves studying past price patterns and trends in the financial markets to
  predict the direction of both the overall market and specific stocks. The risk of market timing
  based on technical analysis is that charts may not accurately predict future price movements.
  Current prices of securities may reflect all information known about the security and day to day
  changes in market prices of securities may follow random patterns and may not be predictable
  with any reliable degree of accuracy.
- Cyclical Analysis a type of technical analysis that involves evaluating recurring price patterns and trends. Economic/business cycles may not be predictable and may have many fluctuations between long term expansions and contractions. The lengths of economic cycles may be difficult to predict with accuracy and therefore the risk of cyclical analysis is the difficulty in predicting economic trends and consequently the changing value of securities that would be affected by these changing trends.
- Long Term Purchases securities purchased with the expectation that the value of those securities will grow over a relatively long period of time, generally greater than one year.
- Short Term Purchases securities purchased with the expectation that they will be sold within a
  relatively short period of time, generally less than one year, to take advantage of the securities'
  short-term price fluctuations.

Our investment strategies and advice may vary depending upon each client's specific financial situation. As such, we determine investments and allocations based upon your predefined objectives, risk tolerance, time horizon, financial horizon, financial information, liquidity needs, and other various suitability factors. Your restrictions and guidelines may affect the composition of your portfolio. Short term trading generally involves a greater degree of risk than long term trading due to market volatility over a short period of time. Long term purchases may also be affected by unforeseen long term changes in the company in which you are invested or in the overall market.

We may use short-term trading (in general, selling securities within 30 days of purchasing the same securities) as an investment strategy when managing your account(s). Short-term trading is not a fundamental part of our overall investment strategy, but we may use this strategy occasionally when we determine that it is suitable given your stated investment objectives and tolerance for risk.

Moreover, as a result of revised IRS regulations, custodians and broker-dealers will begin reporting the cost basis of equities acquired in client accounts on or after January 1, 2011. Your custodian will default to the FIFO (First-In First-Out) accounting method for calculating the cost basis of your investments. You are responsible for contacting your tax advisor to determine if this accounting method is the right choice for you. If your tax advisor believes another accounting method is more advantageous, please provide written notice to our firm immediately and we will alert your account custodian of your individually selected accounting method. Please note that decisions about cost basis accounting methods will need to be made before trades settle, as the cost basis method cannot be changed after settlement.

#### **Risk of Loss**

Investing in securities involves risk of loss that you should be prepared to bear. We do not represent or guarantee that our services or methods of analysis can or will predict future results, successfully identify market tops or bottoms, or insulate clients from losses due to market corrections or declines. We cannot offer any guarantees or promises that your financial goals and objectives will be met. Past performance is in no way an indication of future performance.

#### **Other Risk Considerations**

When evaluating risk, financial loss may be viewed differently by each client and may depend on many different risks, each of which may affect the probability and magnitude of any potential loses. The following risks may not be all-inclusive, but should be considered carefully by a prospective client before retaining our services.

Liquidity Risk: The risk of being unable to sell your investment at a fair price at a given time due to high volatility or lack of active liquid markets. You may receive a lower price or it may not be possible to sell the investment at all.

Credit Risk: Credit risk typically applies to debt investments such as corporate, municipal, and sovereign fixed income or bonds. A bond issuing entity can experience a credit event that could impair or erase the value of an issuer's securities held by a client.

Inflation and Interest Rate Risk: Security prices and portfolio returns will likely vary in response to changes in inflation and interest rates. Inflation causes the value of future dollars to be worth less and may reduce the purchasing power of a client's future interest payments and principal. Inflation also generally leads to higher interest rates which may cause the value of many types of fixed income investments to decline.

Horizon and Longevity Risk: The risk that your investment horizon is shortened because of an unforeseen event, for example, the loss of your job. This may force you to sell investments that you were expecting to hold for the long term. If you must sell at a time that the markets are down, you may lose money. Longevity Risk is the risk of outliving your savings. This risk is particularly relevant for people who are retired, or are nearing retirement.

#### **Recommendation of Particular Types of Securities**

As disclosed under the "Advisory Business" section in this brochure, we primarily recommend mutual funds; however, we may recommend other types of investments as appropriate for you since each client has different needs and different tolerance for risk. Each type of security has its own unique set of risks associated with it and it would not be possible to list here all of the specific risks of every type of investment. Even within the same type of investment, risks can vary widely. However, in very general terms, the higher the anticipated return of an investment, the higher the risk of loss associated with it.

**Mutual Funds and Exchange Traded Funds:** Mutual funds and exchange traded funds ("ETF") are professionally managed collective investment systems that pool money from many investors and invest in stocks, bonds, short-term money market instruments, other mutual funds, other securities, or any combination thereof. The fund will have a manager that trades the fund's investments in accordance with the fund's investment objective. While mutual funds and ETFs generally provide diversification, risks can be significantly increased if the fund is concentrated in a particular sector of the market, primarily invests in small cap or speculative companies, uses leverage (i.e., borrows money) to a significant degree, or concentrates in a particular type of security (i.e., equities) rather than balancing the fund with different types of securities. ETFs differ from mutual funds since they can be bought and sold throughout the day like stock and their price can fluctuate throughout the day. The returns on mutual funds and ETFs can be reduced by the costs to manage the funds. Also, while some mutual funds are "no load" and charge no fee to buy into, or sell out of, the fund, other types of mutual funds

do charge such fees which can also reduce returns. Mutual funds can also be "closed end" or "open end". So-called "open end" mutual funds continue to allow in new investors indefinitely whereas "closed end" funds have a fixed number of shares to sell which can limit their availability to new investors.

ETFs may have tracking error risks. For example, the ETF investment adviser may not be able to cause the ETF's performance to match that of its Underlying Index or other benchmark, which may negatively affect the ETF's performance. In addition, for leveraged and inverse ETFs that seek to track the performance of their Underlying Indices or benchmarks on a daily basis, mathematical compounding may prevent the ETF from correlating with performance of its benchmark. In addition, an ETF may not have investment exposure to all of the securities included in its Underlying Index, or its weighting of investment exposure to such securities may vary from that of the Underlying Index. Some ETFs may invest in securities or financial instruments that are not included in the Underlying Index, but which are expected to yield similar performance.

**Leveraged Exchange Traded Funds:** Leveraged Exchange Traded Funds ("Leveraged ETFs" or "L-ETF") seeks investment results for a single day only, not for longer periods. A "single day" is measured from the time the L-ETF calculates its net asset value ("NAV") to the time of the L-ETF's next NAV calculation. The return of the L-ETF for periods longer than a single day will be the result of each day's returns compounded over the period, which will very likely differ from multiplying the return by the stated leverage for that period. For periods longer than a single day, the L-ETF will lose money when the level of the Index is flat, and it is possible that the L-ETF will lose money even if the level of the Index rises. Longer holding periods, higher index volatility and greater leverage both exacerbate the impact of compounding on an investor's returns. During periods of higher Index volatility, the volatility of the Index may affect the L-ETF's return as much as or more than the return of the Index. Leveraged ETFs are different from most exchange-traded funds in that they seek leveraged returns relative to the applicable index and only on a daily basis. The L-ETF also is riskier than similarly benchmarked exchange-traded funds that do not use leverage. Accordingly, the L-ETF may not be suitable for all investors and should be used only by knowledgeable investors who understand the potential consequences of seeking daily leveraged investment results.

Leveraged ETF Leveraged Risk - The L-ETF obtains investment exposure in excess of its assets in seeking to achieve its investment objective — a form of leverage — and will lose more money in market environments adverse to its daily objective than a similar fund that does not employ such leverage. The use of such leverage could result in the total loss of an investor's investment. For example: a 2X fund will have a multiplier of two times (2x) the Index. A single day movement in the Index approaching 50% at any point in the day could result in the total loss of a shareholder's investment if that movement is contrary to the investment objective of the L-ETF, even if the Index subsequently moves in an opposite direction, eliminating all or a portion of the earlier movement. This would be the case with any such single day movements in the Index, even if the Index maintains a level greater than zero at all times.

Leveraged ETF Compounding Risk - Compounding affects all investments, but has a more significant impact on a leveraged fund. Particularly during periods of higher Index volatility, compounding will cause results for periods longer than a single day to vary from the stated multiplier of the return of the Index. This effect becomes more pronounced as volatility increases.

Leveraged ETF Use of Derivatives - The L-ETF obtains investment exposure through derivatives. Investing in derivatives may be considered aggressive and may expose the L-ETF to greater risks than investing directly in the reference asset(s) underlying those derivatives. These risks include counterparty risk, liquidity risk and increased correlation risk (each as discussed below). When the L-ETF uses derivatives, there may be imperfect correlation between the value of the reference asset(s) and the derivative, which may prevent the L-ETF from achieving its investment objective. Because derivatives often require only a limited initial

investment, the use of derivatives also may expose the L-ETF to losses in excess of those amounts initially invested. The L-ETF may use a combination of swaps on the Index and swaps on an ETF that is designed to track the performance of the Index. The performance of an ETF may not track the performance of the Index due to embedded costs and other factors. Thus, to the extent the L-ETF invests in swaps that use an ETF as the reference asset, the L-ETF may be subject to greater correlation risk and may not achieve as high a degree of correlation with the Index as it would if the L-ETF only used swaps on the Index. Moreover, with respect to the use of swap agreements, if the Index has a dramatic intraday move that causes a material decline in the L-ETF's net assets, the terms of a swap agreement between the L-ETF. In that event, the L-ETF may be unable to enter into another swap agreement or invest in other derivatives to achieve the desired exposure consistent with the L-ETF's investment objective. This, in turn, may prevent the L-ETF from achieving its investment objective, even if the Index reverses all or a portion of its intraday move by the end of the day. Any costs associated with using derivatives will also have the effect of lowering the L-ETF's return.

### **Item 9 Disciplinary Information**

Neither our firm nor any of our Associated Persons has any reportable disciplinary information.

### Item 10 Other Financial Industry Activities and Affiliations

Ronald E. Dokus has an ownership interest in Dokus Financial Partners, LLC, a licensed insurance agency, and is also separately licensed as an independent insurance agent. In this capacity, Mr. Dokus may effect transactions in insurance products for clients and earn commissions for these activities. The fees you pay our firm for advisory services are separate and distinct from the commissions earned by Dokus Financial Partners, LLC and/or Mr. Dokus for insurance related activities. This presents a conflict of interest because Mr. Dokus may have an incentive to recommend insurance products in addition to the advisory fees you pay our firm. However, you are under no obligation, contractually or otherwise, to purchase insurance products through any person affiliated with our firm.

Ronald Dokus, Managing Member of our firm, also offers tax services. If you require tax and/or accounting services, we will recommend that you use Mr. Dokus' services. Our advisory services are separate and distinct from the compensation paid to Mr.Dokus. However, there will be cases where Mr. Dokus provides tax, accounting and business related services incidental to our financial planning services. If tax, accounting and business consulting services go beyond the scope of general services that are provided by our firm, clients may be separately billed for these services by Mr. Dokus tax nd/or accounting services.

Recommendations to use Mr. Dokus' accounting services present a conflict of interest because he may have a financial incentive to recommend his accounting services. While we believe that compensation charged by Mr. Dokus is competitive, such compensation may be higher than fees charged by other CPAs providing the same or similar services. You are under no obligation to use Mr. Dokus' accounting services and may obtain comparable services and/or lower fees through other CPAs.

Richard Boretti, Chief Compliance Officer of our firm, is also a Certified Public Accountant (CPA). If you require tax and/or accounting services, we may recommend that you use Mr. Boretti's services. Our advisory services are separate and distinct from the compensation paid to Mr. Boretti in his capacity as a CPA. However, there will be cases where Mr. Boretti provides tax, accounting and business related services incidental to our financial planning services. If tax, accounting and business consulting services go beyond the scope of general services that are provided by our firm, clients may be separately billed for these services by Mr. Boretti in his capacity as a CPA.

Recommendations to use Mr. Boretti's accounting services present a conflict of interest because he may have a financial incentive to recommend his accounting services. While we believe that compensation charged by Mr. Boretti is competitive, such compensation may be higher than fees charged by other CPAs providing the same or similar services. You are under no obligation to use Mr. Boretti's accounting services and may obtain comparable services and/or lower fees through other CPAs.

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

#### **Description of Our Code of Ethics**

We strive to comply with applicable laws and regulations governing our practices. Therefore, our Code of Ethics includes guidelines for professional standards of conduct for our Associated Persons. Our goal is to protect your interests at all times and to demonstrate our commitment to our fiduciary duties of honesty, good faith, and fair dealing with you. All of our Associated Persons are expected to adhere strictly to these guidelines. Persons associated with our firm are also required to report any violations of our Code of Ethics. Additionally, we maintain and enforce written policies reasonably designed to prevent the misuse or dissemination of material, non-public information about you or your account holdings by persons associated with our firm.

Clients or prospective clients may obtain a copy of our Code of Ethics by contacting us at the telephone number on the cover page of this brochure.

#### **Participation or Interest in Client Transactions**

Neither our firm nor any of our Associated Persons has any material financial interest in client transactions beyond the provision of investment advisory services as disclosed in this brochure.

#### **Personal Trading Practices**

Our firm or persons associated with our firm may buy or sell the same securities that we recommend to you or securities in which you are already invested. A conflict of interest exists in such cases because we have the ability to trade ahead of you and potentially receive more favorable prices than you will receive. To eliminate this conflict of interest, it is our policy that neither our Associated Persons nor we shall have priority over your account in the purchase or sale of securities.

### **Item 12 Brokerage Practices**

We will recommend brokers to clients such as Fidelity Brokerage Services, LLC ("Fidelity"), among others, all of which are independent and unaffiliated firms. Such recommendations will take into account a number of factors, some of which may include custodial fees charged by the broker for holding securities for the client, commission rates, quality of execution and record keeping and reporting capabilities, among others. When recommending a broker, we will attempt to minimize the total cost for all brokerage services paid by you. However, it may be the case that the recommended broker charges a higher fee for a particular type of service, such as commission rates, than can be obtained from another broker. You may utilize the broker/dealer of their choice and have no obligation to purchase or sell securities through such broker as we recommend.

#### **Brokerage for Client Referrals**

We do not receive client referrals from broker-dealers in exchange for cash or other compensation, such as brokerage services or research.

#### **Block Trades**

We do not combine multiple orders for shares of the same securities purchased for advisory accounts we manage (this practice is commonly referred to as "block trading").

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

With respect to our portfolio management services, Ronald E. Dokus and Richard E. Boretti, will review your accounts periodically and upon your request to ensure the advisory services provided to you are consistent with your stated investment needs and objectives. Additional reviews and/or performance reports may be conducted based on various circumstances, including, but not limited to:

- contributions and withdrawals,
- year-end tax planning,
- market moving events,
- security specific events, and/or,
- changes in your risk/return objectives.

You will receive trade confirmations and monthly or quarterly statements from your account custodian(s).

We will not provide regular written reports to you for retirement plan advisory services, financial planning and/or consulting services.

### Item 14 Client Referrals and Other Compensation

We do not receive any compensation from any third party in connection with providing investment advice to you nor do we compensate any individual or firm for client referrals.

### Item 15 Custody

Your independent custodian will directly debit your account(s) for the payment of our advisory fees. This ability to deduct our advisory fees from your accounts causes our firm to exercise limited custody over your funds or securities. Notwithstanding the SLOA discussion below, we do not have physical custody of any of your funds and/or securities. Your funds and securities will be held with a bank, broker-dealer, or other independent qualified custodian. You will receive account statements from the independent qualified custodian your funds and securities at least quarterly. The account statements from your custodian(s) will indicate the amount of our advisory fees deducted from your account(s) each billing period. You should carefully review account statements for accuracy. If you have a question regarding your account statement or if you did not receive a statement from your custodian, please contact our firm directly at the telephone number on the cover page of this brochure.

### **Standing Letters of Authorization**

Our firm, or persons associated with our firm, may effect wire transfers from client accounts to one or more third parties designated, in writing, by the client without obtaining written client consent for each separate, individual transaction, as long as the client has provided us with written authorization to do so. Such written authorization is known as a Standing Letter of Authorization or SLOA. An adviser with authority to conduct such third party wire transfers has access to the client's assets, and therefore has custody of the client's assets in any related accounts.

However, we do not have to obtain a surprise annual audit, as we otherwise would be required to by reason of having custody, as long as we meet the following criteria:

- 1. You provide a written, signed instruction to the qualified custodian that includes the third party's name and address or account number at a custodian;
- 2. You authorize us in writing to direct transfers to the third party either on a specified schedule or from time to time;
- 3. Your qualified custodian verifies your authorization (e.g., signature review) and provides a transfer of funds notice to you promptly after each transfer;
- 4. You can terminate or change the instruction;
- 5. We have no authority or ability to designate or change the identity of the third party, the address, or any other information about the third party;
- 6. We maintain records showing that the third party is not a related party to us nor located at the same address as us; and
- 7. Your qualified custodian sends you, in writing, an initial notice confirming the instruction and an annual notice reconfirming the instruction.

We hereby confirm that we meet the above criteria.

### **Item 16 Investment Discretion**

Before we can buy or sell securities on your behalf, you must first sign our discretionary management agreement, a power of attorney, and/or trading authorization forms. You may grant our firm discretion over the selection and amount of securities to be purchased or sold for your account(s) without obtaining your consent or approval prior to each transaction. You may specify investment objectives, guidelines, and/or impose certain conditions or investment parameters for your account(s). For example, you may specify that the investment in any particular stock or industry should not exceed specified percentages of the value of the portfolio and/or restrictions or prohibitions of transactions in the securities of a specific industry or security. Please refer to the "Advisory Business" section in this brochure for more information on our discretionary management services.

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

We will not vote proxies on behalf of your advisory accounts. At your request, we may offer you advice regarding corporate actions and the exercise of your proxy voting rights. If you own shares of common stock or mutual funds, you are responsible for exercising your right to vote as a shareholder.

In most cases, you will receive proxy materials directly from the account custodian. However, in the event we were to receive any written or electronic proxy materials, we would forward them directly to you by mail, unless you have authorized our firm to contact you by electronic mail, in which case, we would forward any electronic solicitation to vote proxies.

### **Item 18 Financial Information**

We are not required to provide financial information to our clients because we do not:

- require the prepayment of more than \$500 in fees and six or more months in advance, or
- take custody of client funds or securities, or
- have a financial condition that is reasonably likely to impair our ability to meet our commitments to you.

### Item 19 Requirements for State Registered Advisers

Neither our firm, nor any of our Associated Persons are compensated for advisory services with performance-based fees. Please refer to the "Performance-Based Fees and Side-By-Side Management" section above for additional information on this topic.

Neither our firm, nor any of our Associated Persons have any reportable arbitration claims, civil, self-regulatory organization proceeding or administrative proceeding.

Neither our firm, nor any of our Associated Persons have a material relationship or arrangement with any issuer of securities.

Refer to the Part(s) 2B for background information about management personnel and those giving advice on behalf of our firm.

### Item 20 Additional Information

#### Your Privacy

We view protecting your private information as a top priority. Pursuant to applicable privacy requirements, we have instituted policies and procedures to ensure that we keep your personal information private and secure.

We do not disclose any nonpublic personal information about you to any nonaffiliated third parties, except as permitted by law. In the course of servicing your account, we may share some information with our service providers, such as transfer agents, custodians, broker-dealers, accountants, consultants, and attorneys.

We restrict internal access to nonpublic personal information about you to employees, who need that information in order to provide products or services to you. We maintain physical and procedural safeguards that comply with regulatory standards to guard your nonpublic personal information and to ensure our integrity and confidentiality. We will not sell information about you or your accounts to anyone. We do not share your information unless it is required to process a transaction, at your request, or required by law.

You will receive a copy of our privacy notice prior to or at the time you sign an advisory agreement with our firm. Thereafter, we will deliver a copy of the current privacy policy notice to you on an annual basis. Please contact our main office at the telephone number on the cover page of this brochure if you have any questions regarding this policy.

*Massachusetts Residents:* Our firm is forbidden to share any information which qualifies as private unless you specifically agree to, or "opt in", to sharing such information.

#### **Trade Errors**

In the event a trading error occurs in your account, our policy is to restore your account to the position it should have been in had the trading error not occurred. Depending on the circumstances, corrective actions may include canceling the trade, adjusting an allocation, and/or reimbursing the account. If a trade error results in a profit, you will keep the profit.

### **Class Action Lawsuits**

We do not determine if securities held by you are the subject of a class action lawsuit or whether you are eligible to participate in class action settlements or litigation nor do we initiate or participate in litigation to recover damages on your behalf for injuries as a result of actions, misconduct, or negligence by issuers of securities held by you.

# Richard E. Boretti, CPA, CFP<sup>®</sup>

## Collaborative Wealth Advisors, LLC

319 Littleton Road, Suite 204 Westford, Massachusetts 01886

> Phone: 978.392.3630 Fax: 978.349.7001

> www.cwagroup.com

June 15, 2023

### FORM ADV PART 2B BROCHURE SUPPLEMENT

This brochure supplement provides information about Richard E. Boretti that supplements the Collaborative Wealth Advisors, LLC brochure. You should have received a copy of that brochure. Please contact Richard E. Boretti at 978.392.3630 if you did not receive Collaborative Wealth Advisors, LLC's brochure or if you have any questions about the contents of this supplement.

Additional information about Richard E. Boretti is available on the SEC's website at <u>www.adviserinfo.sec.gov</u>.

### Item 2 Educational Background and Business Experience

### **Richard Boretti, CPA, CFP®**

### Year of Birth: 1956

### Formal Education beyond High School:

• B.S., Merrimack College, N. Andover, MA, 1978

#### **Business Background:**

- Collaborative Wealth Advisers, LLC, CCO & Investment Adviser Representative, 6/2023 to Present
- Richard E. Boretti, CPA, CFP®, Sole Proprietor, 01/2001 to Present
- Collaborative Wealth Advisers, LLC, Managing Member, 6/2003 to 06/2023
- New England Securities, Inc., Registered Representative, 01/2001 to 06/2003
- American Food Systems, Inc., Chief Financial Officer, 01/1990 to 01/2001

#### **Certifications:**

- Certified Public Accountant (CPA): [earned 1982] To qualify for a CPA certificate and licensure to practice public accounting, all CPA candidates must pass the Uniform CPA Examination. Candidates must also comply with education and experience requirements, which may vary from state to state.
- The CERTIFIED FINANCIAL PLANNER<sup>™</sup>, CFP<sup>®</sup> [earned 1999] and federally registered CFP (with flame design) marks (collectively, the "CFP<sup>®</sup> marks") are professional certification marks granted in the United States by Certified Financial Planner Board of Standards, Inc. ("CFP Board").

The CFP<sup>®</sup> certification is a voluntary certification; no federal or state law or regulation requires financial planners to hold CFP<sup>®</sup> certification. It is recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients. Currently, more than 63,000 individuals have obtained CFP<sup>®</sup> certification in the United States.

To attain the right to use the CFP<sup>®</sup> marks, an individual must satisfactorily fulfill the following requirements:

<u>Education</u> – Complete an advanced college-level course of study addressing the financial planning subject areas that CFP Board's studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor's Degree from a regionally accredited United States college or university (or its equivalent from a foreign university). CFP Board's financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;

<u>Examination</u> – Pass the comprehensive CFP<sup>®</sup> Certification Examination. The examination, administered in 10 hours over a two-day period, includes case studies and client scenarios designed to test one's ability to correctly diagnose financial planning issues and apply one's knowledge of financial planning to real world circumstances;

<u>Experience</u> – Complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year); and <u>Ethics</u> – Agree to be bound by CFP Board's *Standards of Professional Conduct*, a set of

documents outlining the ethical and practice standards for CFP<sup>®</sup> professionals.

Individuals who become certified must complete the following ongoing education and ethics requirements in order to maintain the right to continue to use the CFP<sup>®</sup> marks:

<u>Continuing Education</u> – Complete 30 hours of continuing education hours every two years, including two hours on the *Code of Ethics* and other parts of the *Standards of Professional Conduct*, to maintain competence and keep up with developments in the financial planning field; and

<u>Ethics</u> – Renew an agreement to be bound by the *Standards of Professional Conduct*. The Standards prominently require that CFP<sup>®</sup> professionals provide financial planning services at a fiduciary standard of care. This means CFP<sup>®</sup> professionals must provide financial planning services in the best interests of their clients.

CFP<sup>®</sup> professionals who fail to comply with the above standards and requirements may be subject to CFP Board's enforcement process, which could result in suspension or permanent revocation of their CFP<sup>®</sup> certification.

### **Item 3 Disciplinary Information**

Mr. Boretti does not have any reportable disciplinary disclosure.

### **Item 4 Other Business Activities**

Mr. Boretti is a licensed CPA in Massachusetts. Compensation he receives as a CPA is separate and distinct from compensation he receives as a result of his affiliation with Collaborative Wealth Advisors, LLC. Please refer to the **Other Financial Industry Activities and Affiliations** section of Collaborative Wealth Advisors, LLC's Brochure for additional disclosures on this topic.

### Item 5 Additional Compensation

Mr. Boretti does not receive any additional compensation for providing advisory services beyond that received as a result of his capacity as Managing Member of Collaborative Wealth Advisors, LLC that is not otherwise disclosed in the **Other Business Activities** section above.

Also, please refer to the **Fees and Compensation** section and the **Client Referrals and Other Compensation** section of Collaborative Wealth Advisors, LLC's firm brochure for additional disclosures on this topic.

### **Item 6 Supervision**

As part of Collaborative Wealth Advisors, LLC overall supervisory process, Collaborative Wealth Advisors, LLC monitors the advisory activities of all supervised persons. Ronald Dokus, Managing Member, and/or Richard Boretti, Chief Compliance Officer, are responsible for supervising the advisory activities of the firm.

Mr. Boretti can be reached at 978-392-3630

### Item 7 Requirements for State-Registered Advisers

Mr. Boretti does not have, or has ever had, any reportable arbitration claims Mr. Boretti has not been found liable in a reportable civil, self-regulatory organization proceeding or administrative proceeding, and has not been the subject of a bankruptcy petition.

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### Ronald E. Dokus, CFP®

#### Collaborative Wealth Advisors, LLC 319 Littleton Road, Suite 204 Westford, Massachusetts 01886

Phone: 978-392-3630 Fax: 978-349-7001

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#### FORM ADV PART 2B BROCHURE SUPPLEMENT

This brochure supplement provides information about Ronald E. Dokus that supplements the Collaborative Wealth Advisors, LLC brochure. You should have received a copy of that brochure. Contact us at 978-392-3630 if you did not receive Collaborative Wealth Advisors, LLC's brochure or if you have any questions about the contents of this supplement.

Additional information about Ronald E. Dokus (CRD # 2064346) is available on the SEC's website at <u>www.adviserinfo.sec.gov</u>.

### Item 2 Educational Background and Business Experience

### Ronald E. Dokus, CFP®

Year of Birth: 1962

### Formal Education After High School:

• B.S., Northeastern University, Boston, MA, 1985

### **Business Background:**

- Collaborative Wealth Advisors, LLC, Managing Member, 06/2023 Present
- Collaborative Wealth Advisors, LLC, Investment Adviser Representative, 03/2023 Present
- Guardian Life Insurance Co, Agent, 01/2005 03/2023
- Park Avenue Securities, Agent, 01/2005 02/2023

### Certifications: CFP®

### **CERTIFIED FINANCIAL PLANNER™ Professional**

I am certified for financial planning services in the United States by Certified Financial Planner Board of Standards, Inc. ("CFP Board"). Therefore, I may refer to myself as a CERTIFIED FINANCIAL PLANNER<sup>™</sup> professional or a CFP<sup>®</sup> professional, and I may use these and CFP Board's other certification marks (the "CFP Board Certification Marks"). The CFP<sup>®</sup> certification is voluntary. No federal or state law or regulation requires financial planners to hold the CFP<sup>®</sup> certification. You may find more information about the CFP<sup>®</sup>

certification at <u>www.cfp.net</u>.

CFP<sup>®</sup> professionals have met CFP Board's high standards for education, examination, experience, and ethics. To become a CFP<sup>®</sup> professional, an individual must fulfill the following requirements:

**Education** – Earn a bachelor's degree or higher from an accredited college or university and complete CFP Board-approved coursework at a college or university through a CFP Board Registered Program. The coursework covers the financial planning subject areas CFP Board has determined are necessary for the competent and professional delivery of financial planning services, as well as a comprehensive financial plan development capstone course. A candidate may satisfy some of the coursework requirement through other qualifying credentials. **Examination** – Pass the comprehensive CFP® Certification Examination. The examination is designed to assess an individual's ability to integrate and apply a broad base of financial planning knowledge in the context of real-life financial planning situations.

**Experience** – Complete 6,000 hours of professional experience related to the personal financial planning process, or 4,000 hours of apprenticeship experience that meets additional requirements. **Ethics** – Satisfy the *Fitness Standards for Candidates for CFP*<sup>®</sup> *Certification and Former CFP*<sup>®</sup> *Professionals Seeking Reinstatement* and agree to be bound by CFP Board's Code of Ethics and Standards of Conduct ("Code and Standards"), which sets forth the ethical and practice standards for CFP<sup>®</sup> professionals.

Individuals who become certified must complete the following ongoing education and ethics requirements to remain certified and maintain the right to continue to use the CFP Board Certification Marks:

**Ethics** – Commit to complying with CFP Board's *Code and Standards*. This includes a commitment to CFP Board, as part of the certification, to act as a fiduciary, and therefore, act in the best interests of the client, at all times when providing financial advice and financial planning. CFP Board may sanction a CFP<sup>®</sup> professional who does not abide by this commitment, but CFP Board does not guarantee a CFP<sup>®</sup> professional's services. A client who seeks a similar commitment should obtain a written engagement that includes a fiduciary obligation to the client. **Continuing Education** – Complete 30 hours of continuing education every two years to maintain competence, demonstrate specified levels of knowledge, skills, and abilities, and keep up with developments in financial planning. Two of the hours must address the Code and Standards.

### Item 3 Disciplinary Information

Mr. Dokus does not have any reportable disciplinary disclosure.

### **Item 4 Other Business Activities**

Ronald E. Dokus has an ownership interest in Dokus Financial Partners, LLC, a licensed insurance agency, and is also separately licensed as an independent insurance agent. In this capacity, Mr. Dokus may effect transactions in insurance products for clients and earn commissions for these activities. The fees you pay our firm for advisory services are separate and distinct from the commissions earned by Dokus Financial Partners, LLC and/or Mr. Dokus for insurance related activities. This presents a conflict of interest because Mr. Dokus may have an incentive to recommend insurance products in addition to the advisory fees you pay our firm. However, you are under no obligation, contractually or otherwise, to purchase insurance products through any person affiliated with our firm.

### **Item 5 Additional Compensation**

Mr. Dokus does not receive any additional compensation for providing advisory services beyond that received as a result of his capacity as an Investment Adviser Representative of Collaborative Wealth Advisors, LLC that is not otherwise disclosed in the **Other Business Activities** section above.

Also, please refer to the Fees and Compensation section and the **Client Referrals and Other Compensation** section of Collaborative Wealth Advisors, LLC's firm brochure for additional disclosures on this topic.

### **Item 6 Supervision**

As part of Collaborative Wealth Advisors, LLC overall supervisory process, Collaborative Wealth Advisors, LLC monitors the advisory activities of all supervised persons. Ronald Dokus, Managing Member, and/or Richard Boretti, Chief Compliance Officer, are responsible for supervising the advisory activities of the firm.

Mr. Boretti can be reached at 978-392-3630.

### Item 7 Requirements for State Registered Advisers

Ronald E. Dokus does not have any reportable arbitration claims, has not been found liable in a reportable civil, self-regulatory organization or administrative proceeding, and has not been the subject of a bankruptcy petition.