

**Firm Brochure**  
(Part 2A of Form ADV)

**Summit Financial Partners, Inc.**  
**5231 Hickory Park Drive, Suite A**  
**Glen Allen, Virginia 23059**

**(804) 290-0162**

**(804) 273-0976**

**[www.SummitFinancialPartnersRVA.com](http://www.SummitFinancialPartnersRVA.com)**  
**[info@SummitRVA.com](mailto:info@SummitRVA.com)**

This brochure provides information about the qualifications and business practices of Summit Financial Partners, Inc. If you have any questions about the contents of this brochure, please contact us at: (804) 290-0162, or by email at: [info@SummitRVA.com](mailto:info@SummitRVA.com). The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission, or by any state securities authority.

Summit Financial Partners, Inc. is a Registered Investment Adviser Firm regulated by the Commonwealth of Virginia. Registration does not imply a certain level of skill or training for members of the firm.

Additional information about Summit Financial Partners, Inc. is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov)

January 30, 2018

**Material Changes**

This Brochure is prepared in the revised format required beginning in 2011. Registered Investment Advisers are required to use this format to inform clients of the nature of advisory services provided, types of clients served, fees charged, potential conflicts of interest and other information. The Brochure requirements include the annual provision of a Summary of Material Changes (the “Summary”) reflecting any material changes to our policies, practices, or conflicts of interest made since our last required “annual update” filing. In the event of any material changes, such Summary is provided to all clients within 120 days of our fiscal year-end. Our last annual update was filed on March 31, 2017. Of course the complete Brochure is available to clients at any time upon request.

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## Advisory Business

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### **Firm Description**

Summit Financial Partners, Inc., (“Summit”) was founded in 1999<sup>1</sup>, and provides personalized confidential financial planning and investment management to individuals, 401(k) Plans, pension and profit sharing plans, trusts, estates, charitable organizations and small businesses. Advice is provided through consultation with the client and will include, without limitation and as applicable: determination of financial objectives, identification of financial problems, cash flow management, tax planning, insurance review, investment management, education funding, retirement planning, and estate planning.

Jennifer Luzzatto is the sole principal owner of Summit. Please see ***Exhibit A, Brochure Supplement***, for more information on Ms. Luzzatto and others who provide advice to clients.

As of December 31, 2017, Summit manages approximately \$57,901,137 on a discretionary basis. Summit does not manage portfolios on a non-discretionary basis.

Summit is strictly a fee-only financial planning and investment management firm. The firm does not sell annuities, insurance, stocks, bonds, mutual funds, limited partnerships, or other commissioned products, and is not affiliated with entities that sell proprietary financial products. No commissions or finder’s fee in any form are accepted.

Summit does not act as a custodian of client assets. The client always maintains asset control. Summit places trades for clients under a limited power of attorney.

A written evaluation of each client's initial situation is provided to the client, often in the form of a net worth statement. Periodic reviews are also communicated to provide reminders of the specific courses of action that need to be taken. More frequent reviews occur but are not necessarily communicated to the client unless immediate changes are recommended.

Other professionals (e.g., lawyers, accountants, insurance agents, etc.) are engaged directly by the client on an as-needed basis. Conflicts of interest will be disclosed to the client in the unlikely event they should occur.

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### **Tailored Relationships**

The initial meeting, which may be by telephone, is free of charge and is considered an exploratory interview to determine the extent to which financial

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<sup>1</sup> The firm was originally formed as Summit Financial Planning, Inc. and changed its name to Summit Financial Partners, Inc. in December 2017.

planning and investment management may be beneficial to the client. At the outset of each client relationship, Summit spends time with the client, asking questions, discussing the client's investment experience and financial circumstances, and reviewing options for the client. Based on its reviews, Summit generally develops with each client:

- a financial outline for the client based on the client's financial circumstances and goals, and the client's risk tolerance level (the "Financial Profile" or "Profile"); and
- the client's investment objectives and guidelines (the "Investment Plan" or "Plan").

The Financial Profile is a reflection of the client's current financial picture and a look to the future goals of the client. The Investment Plan outlines the types of investments Summit will make on behalf of the client to meet those goals. The Profile and the Plan are discussed regularly with each client, but are not necessarily written documents.

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### **Types of Advisory Services**

To implement the client's Investment Plan, Summit will manage the client's investment portfolio on a discretionary basis. As a discretionary investment adviser, Summit will have the authority to supervise and direct the portfolio without prior consultation with the client.

Notwithstanding the foregoing, clients may impose certain written restrictions on Summit in the management of their investment portfolios, such as prohibiting the inclusion of certain types of investments in an investment portfolio or prohibiting the sale of certain investments held in the account at the commencement of the relationship. Each client should note, however, that restrictions imposed by a client may adversely affect the composition and performance of the client's investment portfolio. Each client should also note that his or her investment portfolio is treated individually by giving consideration to each purchase or sale for the client's account. For these and other reasons, performance of client investment portfolios within the same investment objectives, goals and/or risk tolerance may differ and clients should not expect that the composition or performance of their investment portfolios would necessarily be consistent with similar clients of Summit.

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### **Investment Management Services**

Summit's main business activity is the management of client's assets including ongoing in-depth advice and life planning. All relevant aspects of the client's financial affairs are reviewed, including those of their minor children. Realistic and measurable goals are set, and objectives to reach those goals are defined. As goals and objectives change over time, suggestions are made and implemented on an ongoing basis.

Assets are invested primarily in no-load mutual funds and exchange-traded funds, usually through discount brokers or fund companies. Fund companies charge each fund shareholder an investment management fee that is disclosed in the fund prospectus. Discount brokerages may charge a transaction fee for the purchase of some funds.

Mutual funds, stocks and bonds may be purchased or sold through a brokerage account when appropriate. The brokerage firm charges a fee for mutual fund, stock and bond trades. Summit does not receive any compensation, in any form, from fund companies or brokerage firms.

Investments may also include: equities (stocks), warrants, corporate debt securities, commercial paper, certificates of deposit, municipal securities, investment company securities (mutual funds shares), U. S. government securities, options contracts, futures contracts, and interests in partnerships.

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#### **401(k) Plans**

Summit offers consultative management of 401(k) Plans for corporations and has various plan services that employers may engage Summit to implement and/or manage.

Establishing a sound fiduciary governance process is vital to good decision-making and to ensuring that prudent procedural steps are followed in making investment decisions. Summit will provide Retirement Plan consulting services to Plans and Plan Fiduciaries as described below. The particular services provided will be detailed in the consulting agreement. The appropriate Plan Fiduciary(ies) designated in the Plan documents (e.g., the Plan sponsor or named fiduciary) will (i) make the decision to retain our firm; (ii) agree to the scope of the services that we will provide; and (iii) make the ultimate decision as to accepting any of the recommendations that we may provide. The Plan Fiduciaries are free to seek independent advice about the appropriateness of any recommended services for the Plan. Retirement Plan consulting services may be offered individually or as part of a comprehensive suite of services.

The Employee Retirement Income Security Act of 1974 ("ERISA") sets forth rules under which Plan Fiduciaries may retain investment advisers for various types of services with respect to Plan assets. For certain services, Summit will be considered a fiduciary under ERISA. For example, Summit will act as an ERISA § 3(21) fiduciary when providing non-discretionary investment advice to the Plan Fiduciaries by recommending a suite of investments as choices among which Plan Participants may select. Also, to the extent that the Plan Fiduciaries retain Summit to act as an investment manager within the meaning of ERISA § 3(38), Summit will provide discretionary investment management services to the Plan.

With respect to any account for which Summit meets the definition of a fiduciary under Department of Labor rules, Summit acknowledges that both

Summit and its Related Persons are acting as fiduciaries. Additional disclosure may be found elsewhere in this Brochure or in the written agreement between Summit and Client.

#### Fiduciary Consulting Services

- *Investment Selection Services*  
Summit will provide Plan Fiduciaries with recommendations of investment options consistent with ERISA section 404(c). Plan Fiduciaries retain responsibility for the final determination of investment options and for compliance with ERISA section 404(c).

#### Fiduciary Management Services

- *Investment Management via Model Portfolios.*  
Summit will provide discretionary management of Model Portfolios among which the participants may choose to invest as Plan options. Plan Participants will also have the option of investing only in options that do not include Model Portfolios (i.e., the Plan Participants may elect to invest in one or more of the mutual fund options made available in the Plan, and choose not to invest in the Model Portfolios at all).

#### Non-Fiduciary Services

- *Participant Education*  
Summit will provide education services to Plan Participants about general investment principles and the investment alternatives available under the Plan. Education presentations will not take into account the individual circumstances of each Plan Participant and individual recommendations will not be provided unless a Plan Participant separately engages Summit for such services. Plan Participants are responsible for implementing transactions in their own accounts.
- *Participant Enrollment*  
Summit will assist with group enrollment meetings designed to increase retirement Plan participation among employees and investment and financial understanding by the employees.

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#### **Financial Planning Services**

Financial Planning engagements are not the core of Summit's business and will only be entered into on rare occasions at the discretion of Summit. A financial plan is designed to help the client with all aspects of financial planning without ongoing investment management after the financial plan is completed.

The financial plan may include, but is not limited to: a compilation of: a net worth statement; a review of investment accounts, including reviewing asset allocation and providing repositioning recommendations; strategic tax

planning; a review of retirement accounts and plans including recommendations; a review of insurance policies and recommendations for changes, if necessary; one or more retirement scenarios; estate planning review and recommendations; and education planning with funding recommendations.

Detailed investment advice and specific recommendations are provided as part of a financial plan. Implementation of the recommendations is at the discretion of the client.

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### **Hourly Planning Engagements**

On rare occasions, when circumstances warrant it, Summit provides hourly planning services for clients who need advice on a limited scope of work. The hourly rate for limited scope engagements is \$240. Most hourly engagements fee will be quoted as a project fee, based on the complexity and number of hours needed to complete the project. The decision to work on an hourly basis is solely Summit's decision.

## **Fees and Compensation**

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### **Description**

Summit bases its fees on a percentage of assets under management and, on rare occasions, hourly or project charges, or retainer fees.

Fees are negotiable at the discretion of Summit which, in its sole discretion, may waive its minimum fee and/or charge a lesser investment advisory fee based upon certain criteria (e.g., historical relationship, type of assets, anticipated future earning capacity, anticipated future additional assets, dollar amounts of assets to be managed, related accounts, account composition, negotiations with clients, etc.).

Investment management fees are billed quarterly, in arrears, meaning that we invoice you after the three-month billing period has ended. Payment in full is expected upon invoice presentation. Fees are usually deducted from a designated client account to facilitate billing. The client must consent in advance to direct debiting of their investment account.

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### **Investment Management Fees**

The scope of work and fee for an Advisory Service Agreement is provided to the client in writing prior to the start of the relationship. An Advisory Service Agreement includes: insurance review; investment management (including performance reporting); education planning; retirement planning; estate planning, tax planning as well as the implementation of investment recommendations.

The annual Advisory Service Agreement fee is based on a percentage of the investable assets according to the following schedule:

- 1.00% on the first \$1,000,000;
- 0.70% on the next \$1,000,000; and
- 0.50% on the assets above \$2,000,000.

The minimum annual fee is \$5,000 and is negotiable at the discretion of Summit. Current client relationships may exist where the fees are higher or lower than the fee schedule above.

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#### **401(k) Plan Fees**

Summit's annual fee for 401(k) Plans is 0.5%.

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#### **Retainer Fees**

In some circumstances, a *Retainer Agreement* is executed in lieu of an *Advisory Service Agreement* when it is more appropriate to work on a fixed-fee basis. The annual fee for a *Retainer Agreement* is between \$5,000 and \$10,000 and is negotiable at the discretion of Summit.

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#### **Financial Planning Fees**

The fee for a financial plan is predicated upon the facts known at the start of the engagement. The fee range is \$3,500 to \$5,000 and is not negotiable. Since financial planning is a discovery process, situations occur wherein the client is unaware of certain financial exposures or predicaments.

In the event that the client's situation is substantially different than disclosed at the initial meeting, a revised fee will be provided for mutual agreement. The client must approve the change of scope in advance of the additional work being performed when a fee increase is necessary.

After delivery of a financial plan, future face-to-face meetings may be scheduled as necessary for up to one month. Follow-on work is billed separately at the rate of \$240 per hour.

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#### **Other Fees**

Custodians may charge transaction fees on purchases or sales of certain mutual funds, exchange-traded funds, stocks, bonds and other securities. These transaction charges are usually small and incidental to the purchase or sale of a security. The selection of the security is more important than the nominal fee that the custodian charges to buy or sell the security.

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#### **Expense Ratios**

Mutual funds generally charge a management fee for their services as investment managers. The management fee is called an expense ratio. For

example, an expense ratio of 0.50% means that the mutual fund company charges 0.50% for their services. These fees are in addition to the fees paid by you to Summit, but Summit does not receive any portion of these fees.

Performance figures quoted by mutual fund companies in various publications are after their fees have been deducted.

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### **Past Due Accounts and Termination of Agreement**

Summit reserves the right to stop work on any account that is more than 30 days overdue. In addition, Summit reserves the right to terminate any financial planning engagement where a client has willfully concealed or has refused to provide pertinent information about financial situations when necessary and appropriate, in Summit's judgment, to providing proper financial advice. Any unused portion of fees collected in advance will be refunded within 30 days.

### **Performance-Based Fees**

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#### **Sharing of Capital Gains**

Summit does not have any performance-based fee arrangements. "Side-by-Side Management" refers to a situation in which the same firm manages accounts that are billed based on a percentage of assets under management and at the same time manages other accounts for which fees are assessed on a performance fee basis. Because Summit has no performance-based fee accounts, it has no side-by-side management.

### **Types of Clients**

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#### **Description**

Summit generally provides investment advice to individuals, 401(k) Plans, pension and profit sharing plans, trusts, estates, or charitable organizations, corporations and business entities.

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#### **Account Minimums**

The minimum account size is \$500,000 of assets under management, which equates to an annual fee of \$5,000.

When an account falls below \$500,000 in value, the minimum annual fee of \$5,000 may be charged. Therefore, clients with assets below the minimum account size may pay a higher percentage rate on their annual fees than the fees paid by clients with greater assets under management. Depending upon circumstances, Summit may sign a *Retainer Agreement* with the client if assets have diminished significantly below \$500,000.

Summit has the discretion to waive the account minimum. Accounts of less than \$500,000 may be set up when the client and the advisor anticipate the client will add additional funds to the accounts bringing the total to \$500,000 within a reasonable time. Other exceptions will apply to employees of Summit and their relatives, or relatives of existing clients.

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

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### **Methods of Analysis**

Security analysis methods may include charting, fundamental analysis, technical analysis, and cyclical analysis.

The main sources of information include financial newspapers and magazines, inspections of corporate activities, research materials prepared by others, corporate rating services, annual reports, prospectuses, filings with the Securities and Exchange Commission, and company press releases.

Other sources of information that Summit may use include Morningstar Office mutual fund information, Morningstar Office stock information, and the World Wide Web.

### **Investment Strategies**

The primary investment strategy used on client accounts is strategic asset allocation utilizing a core and satellite approach. This means that we use mutual funds and exchange-traded funds as the core investments to capture world markets, and then add value and small cap value tilts to capture the additional return these asset classes have historically had over growth asset classes. Portfolios are globally diversified to control the risk associated with traditional markets.

The investment strategy for a specific client is based upon the client's risk tolerance and objectives stated by the client during consultations. The client may change these objectives at any time. Each client executes an Investment Policy Statement that documents their objectives and their desired investment strategy.

Other strategies may include long-term purchases, short-term purchases, trading, and on rare occasions option writing (including covered options, uncovered options or spreading strategies).

### **Risk of Loss**

All investment programs have certain risks that are borne by the investor. Our investment approach constantly keeps the risk of loss in mind. Investors face the following investment risks:

- **Interest-rate Risk:** Fluctuations in interest rates may cause investment prices to fluctuate. For example, when interest rates rise, yields on

existing bonds become less attractive, causing their market values to decline.

- **Market Risk:** The price of a security, bond, or mutual fund may drop in reaction to tangible and intangible events and conditions. This type of risk is caused by external factors independent of a security's particular underlying circumstances. For example, political, economic and social conditions may trigger market events.
- **Inflation Risk:** When any type of inflation is present, a dollar today will not buy as much as a dollar next year, because purchasing power is eroding at the rate of inflation.
- **Currency Risk:** Overseas investments are subject to fluctuations in the value of the dollar against the currency of the investment's originating country. This is also referred to as exchange rate risk.
- **Reinvestment Risk:** This is the risk that future proceeds from investments may have to be reinvested at a potentially lower rate of return (i.e. interest rate). This primarily relates to fixed income securities.
- **Business Risk:** These risks are associated with a particular industry or a particular company within an industry. For example, oil-drilling companies depend on finding oil and then refining it, a lengthy process, before they can generate a profit. They carry a higher risk of profitability than an electric company, which generates its income from a steady stream of customers who buy electricity no matter what the economic environment is like.
- **Liquidity Risk:** Liquidity is the ability to readily convert an investment into cash. Generally, assets are more liquid if many traders are interested in a standardized product. For example, Treasury Bills are highly liquid, while real estate properties are not.
- **Financial Risk:** Excessive borrowing to finance a business' operations increases the risk of profitability, because the company must meet the terms of its obligations in good times and bad. During periods of financial stress, the inability to meet loan obligations may result in bankruptcy and/or a declining market value.

## **Disciplinary Information**

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### **Legal and Disciplinary**

The firm and its employees have not been involved in legal or disciplinary events related to past or present investment clients.

## Other Financial Industry Activities and Affiliations

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### **Affiliations**

Summit has no arrangements that are material to its advisory or its clients with a related person who is a broker-dealer, investment company, other investment advisor, financial planning firm, commodity pool operator, commodity trading adviser or futures commission merchant, banking or thrift institution, accounting firm, law firm, insurance company or agency, pension consultant, real estate broker or dealer, or an entity that creates or packages limited partnerships.

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

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### **Code of Ethics**

Summit is committed to a Code of Ethics that requires our employees to always put our client's interest first in all of our interactions with them. A copy of our Code of Ethics is available to any client or any prospective client upon request.

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

Summit and its employees may buy or sell securities that are also held by clients. Employees may not trade their own securities ahead of client trades. Employees comply with the provisions of the Summit *Compliance Manual*.

### **Personal Trading**

The Chief Compliance Officer of Summit is Jennifer Luzzatto. She reviews all employee trades each quarter. Her trades are reviewed by John Hopkins. The personal trading reviews ensure that the personal trading of employees does not affect the markets, and that clients of the firm receive preferential treatment. Since most employee trades are small mutual fund trades or exchange-traded fund trades, the trades do not affect the securities markets.

## Brokerage Practices

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### **Best Execution and Benefits of Brokerage Selection**

When given discretion to select the brokerage firm that will execute orders in client accounts, Summit seeks "best execution" for client trades, which is a combination of a number of factors, including, without limitation, quality of execution, services provided and commission rates. Therefore, Summit may use or recommend the use of brokers who do not charge the lowest available commission in the recognition of research and securities transaction services, or quality of execution. Research services received with transactions may include proprietary or third party research (or any

combination), and may be used in servicing any or all of Summit's clients. Therefore, research services received may not be used for the account for which the particular transaction was effected.

Summit participates in the institutional advisor program (the "Program") offered by TD Ameritrade Institutional, Division of TD Ameritrade Inc., member FINRA/SIPC ("TD Ameritrade"). TD Ameritrade offers its Program to independent investment advisers. The Program includes such services as custody of securities, trade execution, clearance and settlement of transactions. Summit receives some benefits from TD Ameritrade through its participation in the Program. Summit is independently owned and operated and is not affiliated with TD Ameritrade.

Summit recommends TD Ameritrade to clients for custody and brokerage services. While there is no direct link between Summit's participation in the Program and the investment advice it gives to its clients, through its participation in the Program Summit receives economic benefits that are typically not available to TD Ameritrade retail investors. These benefits generally include, without limitation, the following products and services (provided without cost or at a discount): receipt of duplicate client statements and confirmations; research related products and tools; consulting services; access to a trading desk serving Program participants; access to block trading (which provides the ability to aggregate securities transactions for execution and then allocate the appropriate shares to client accounts); the ability to have advisory fees deducted 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 Summit by third party vendors. TD Ameritrade may also pay for business consulting and professional services received by Summit's related persons. These services are not soft dollar arrangements, but are part of the institutional platform offered by TD Ameritrade.

Some of the products and services made available by TD Ameritrade through the Program may benefit Summit but may not directly benefit its client accounts. These products or services may assist Summit in managing and administering client accounts, including accounts not maintained at TD Ameritrade. Other services made available by TD Ameritrade are intended to help Summit manage and further develop its business enterprise. The benefits received by Summit or its personnel through participation in the Program do not depend on the amount of brokerage transactions directed to TD Ameritrade. As part of its fiduciary duties to clients, Summit endeavors at all times to put the interests of its clients first. Clients should be aware, however, that the receipt of economic benefits by Summit or its related persons in and of itself creates a potential conflict of interest and may

indirectly influence Summit's choice of TD Ameritrade for custody and brokerage services.

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**Directed Brokerage**

Summit does not generally allow directed brokerage accounts.

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**Order Aggregation**

Summit typically directs trading in individual client accounts as and when trades are appropriate based on the client's Investment Plan, without regard to activity in other client accounts. However, from time to time, Summit may aggregate trades together for multiple client accounts, most often when these accounts are being directed to sell the same securities. If such an aggregated trade is not completely filled, Summit will allocate shares received (in an aggregated purchase) or sold (in an aggregated sale) across participating accounts on a pro rata or other fair basis; provided, however, that any participating accounts that are owned by Summit or its officers, directors, or employees will be excluded first.

**Review of Accounts**

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**Periodic Reviews**

Account reviews are performed quarterly by advisor Jennifer Luzzatto, President. Account reviews are performed more frequently when market conditions dictate.

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**Review Triggers**

Other conditions that may trigger a review are changes in the tax laws, new investment information, and changes in a client's own situation.

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**Regular Reports**

Account reviewers are members of the firm's Investment Committee. They are instructed to consider the client's current security positions and the likelihood that the performance of each security will contribute to the investment objectives of the client.

Clients receive periodic communications on at least an annual basis. *Advisory Service Agreement* clients receive written quarterly updates. The written updates may include a net worth statement, portfolio statement, and a summary of objectives and progress towards meeting those objectives.

## **Client Referrals and Other Compensation**

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### **Incoming Referrals**

Summit has been fortunate to receive many client referrals over the years. The referrals came from current clients, estate planning attorneys, accountants, employees, personal friends of employees and other similar sources. The firm does not compensate referring parties for these referrals.

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### **Referrals Out**

Summit does not accept referral fees or any form of remuneration from other professionals when a prospect or client is referred to them.

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### **Other Compensation**

Summit receives no other compensation except those explained above.

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## **Custody**

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### **Account Statements**

All assets are held at qualified custodians, which means the custodians provide account statements directly to clients at their address of record at least quarterly.

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### **Performance Reports**

Clients are urged to compare the account statements received directly from their custodians to the performance report statements provided by Summit.

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### **Net Worth Statements**

Clients are frequently provided net worth statements and net worth graphs that are generated from our financial planning program. Net worth statements contain approximations of investment account balances provided by the client, as well as the value of land and hard-to-price real estate. The net worth statements are used for long-term financial planning where the exact values of assets are not material to the financial planning tasks.

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## **Investment Discretion**

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### **Discretionary Authority for Trading**

Summit accepts discretionary authority to manage securities accounts on behalf of clients. Summit has the authority to determine, without obtaining specific client consent, the securities to be bought or sold, and the amount of the securities to be bought or sold within the agreed upon asset allocation.

The client agrees which custodian is to be used and the commission rates paid to the custodian by virtue of signing the account applications. Summit

does not receive any portion of the transaction fees or commissions paid by the client to the custodian on certain trades.

Discretionary trading authority facilitates placing trades in your accounts on your behalf so that we may promptly implement the investment policy that you have approved in writing.

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### **Limited Power of Attorney**

A limited power of attorney is a trading authorization for this purpose. You sign a limited power of attorney so that we may execute the trades that you have approved.

## **Voting Client Securities**

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### **Proxy Votes**

Summit does not vote proxies on securities. Clients are expected to vote their own proxies.

When assistance on voting proxies is requested, Summit will provide recommendations to the Client. If a conflict of interest exists, it will be disclosed to the Client.

## **Financial Information**

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### **Financial Condition**

Summit does not have any financial impairment that will preclude the firm from meeting contractual commitments to clients.

A balance sheet is not required to be provided because Summit does not serve as a custodian for client funds or securities, and does not require prepayment of fees of more than \$500 per client, and six months or more in advance.

## **Additional Requirements for State-Registered Advisers**

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### **Supervisor**

Jennifer Luzzatto is the only executive officer and management person supervised by Summit Financial Partners, Inc. Her formal education and business background can be found in ***Exhibit A, Brochure Supplement***.

Set forth below is the Summary of Material Changes for Summit Financial Partners, Inc. (formerly Summit Financial Planning, Inc.):

<b>Date of Change</b>	<b>Description of Item</b>
December 2017	The firm changed its name to Summit Financial Partners, Inc.

# EXHIBIT A

**Brochure Supplement**

**Form ADV Part 2B**

**Item 1 - Cover Page**

**Jennifer H. Luzzatto, CFP<sup>®</sup>, CFA, MBA**

**CRD# 1527156**

**of**

**Summit Financial Partners, Inc.**

5231 Hickory Park Drive  
Suite A  
Glen Allen, Virginia 23059

(804) 290-0162

[www.summitfinancialpartnersRVA.com](http://www.summitfinancialpartnersRVA.com)

January 30, 2018

This Brochure Supplement provides information about Jennifer H. Luzzatto, and supplements the Summit Financial Partners, Inc. ("Summit") Brochure. You should have received a copy of that Brochure. Please contact us at (804) 290-0162 if you did not receive Summit's Brochure, or if you have any questions about the contents of this Supplement.

Additional information about Jennifer is available on the SEC's website at  
[www.AdviserInfo.sec.gov](http://www.AdviserInfo.sec.gov).

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***Item 2 - Educational Background and Business Experience***

Jennifer H. Luzzatto (year of birth 1964) became President of Summit Financial Partners, Inc. in 1999 and also serves as the firm's Chief Compliance Officer. She began her career at Wachovia Bank as an Assistant Vice President and Portfolio Manager and later joined Summit Energy Group as Vice President of Finance in 1993.

Jennifer received a Bachelor of Arts degree in Psychology from University of Richmond in 1986 and her MBA in 2000. She is a CERTIFIED FINANCIAL PLANNER<sup>™</sup> professional and holds the Chartered Financial Analyst<sup>®\*\*</sup> designation.

\* The CFP<sup>®</sup> certification is granted by Certified Financial Planner Board of Standards, Inc. (CFP Board). To attain the certification, the candidate must complete the required educational,

Exhibit A-1

Summit Financial Partners, Inc.

examination, experience and ethics requirements set forth by CFP Board. Certain designations, such as the CPA, CFA and others may satisfy the education component, and allow a candidate to sit for the CFP® Certification Examination. A comprehensive examination tests the candidate's ability to apply financial planning knowledge to client situations. Qualifying work experience is also required for certification. Qualifying experience includes work in the area of the delivery of the personal financial planning process to clients, the direct support or supervision of others in the personal financial planning process, or teaching all, or any portion, of the personal financial planning process. CFP® professionals must complete 30 hours of continuing education accepted by the CFP Board every two years.

\*\*The Chartered Financial Analyst® (“CFA®”) designation is a professional designation given by the CFA Institute that measures the competence and integrity of financial analysts. The CFA Program is a graduate-level self-study program that combines a broad-based curriculum of investment principles with professional conduct requirements. Candidates are required to pass three levels of examinations covering areas such as accounting, economics, ethics, money management and security analysis. Before a candidate is eligible to become a CFA charterholder, he/she must meet minimum experience requirements in the area of investment/financial practice. To enroll in the program, a candidate must hold a bachelor's degree.

### ***Item 3 - Disciplinary Information***

Advisers are required to disclose any material facts regarding certain legal or disciplinary events that would be material to your evaluation of an adviser; however, Jennifer has no such disciplinary information to report.

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

Jennifer is not engaged in any other business activities.

### ***Item 5 - Additional Compensation***

Jennifer has no other income or compensation to disclose.

### ***Item 6 - Supervision***

Jennifer is President and also serves as Chief Compliance Officer of Summit. As Chief Compliance Officer, she is responsible for providing compliance oversight to the staff. Jennifer also participates in the investment and trading processes, and may be contacted at (804) 290-0162.

### ***Item 7 - State Requirements for State-Registered Advisers***

In addition to ***Item 3*** above, state-registered advisers are required to disclose all material facts regarding any event in which a supervised person of the firm was found liable in certain legal proceedings, or was the subject of a bankruptcy petition. Jennifer has no event to disclose with respect to this item.

**Brochure Supplement**

**Form ADV Part 2B**

**Item 1 - Cover Page**

**John A. Hopkins**

**CRD# 3114167**

**Summit Financial Partners, Inc.**

5231 Hickory Park Drive  
Suite A  
Glen Allen, Virginia 23059

(804) 290-0162

[www.summitfinancialpartnersRVA.com](http://www.summitfinancialpartnersRVA.com)

January 30, 2018

This Brochure Supplement provides information about John A. Hopkins, and supplements the Summit Financial Partners, Inc. ("Summit") Brochure. You should have received a copy of that Brochure. Please contact us at (804) 290-0162 if you did not receive Summit's Brochure, or if you have any questions about the contents of this supplement.

Additional information about John is available on the SEC's website at  
[www.AdviserInfo.sec.gov](http://www.AdviserInfo.sec.gov).

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***Item 2 - Educational Background and Business Experience***

John A. Hopkins (year of birth 1966) joined Summit as a Financial Planner in 2012. Prior to joining Summit, he retired from the Navy after completing a 20 year career as a Naval Aviator. During John's hiatus from his military career (1998-2000), he worked as a 401(k) Mergers and Acquisitions Conversion Specialist for the Vanguard Group and as a Six Sigma Black Belt for GE Transport International Pool/Modular Space.

John's military leadership and planning experiences bring a unique perspective to the financial planning process. He has lived in Chesterfield Virginia since 2005. Most of his free time is spent with his sons Nathan, Robert and Allen. He serves as an adult leader of Boy Scout Troop 2822 and is a member of St. Matthews Episcopal Church in Chesterfield. He also enjoys hiking, skiing, riding motorcycles and hunting.

***Item 3 - Disciplinary Information***

Advisers are required to disclose any material facts regarding certain legal or disciplinary events that would be material to your evaluation of an adviser; however, John has no such disciplinary information to report.

***Item 4 - Other Business Activities***

John is not engaged in any other business activities.

***Item 5 - Additional Compensation***

John has no other income or compensation to disclose.

***Item 6 - Supervision***

Jennifer Luzzatto, President and Chief Compliance Officer of Summit, is responsible for providing compliance oversight for John and for reviewing accounts. Jennifer can be reached at (804) 290-0162.

***Item 7 - State Requirements for State-Registered Advisers***

In addition to Item 3 above, state-registered advisers are required to disclose all material facts regarding any event in which a supervised person of the firm was found liable in certain legal proceedings, or was the subject of a bankruptcy petition. John has no event to disclose with respect to this item.