FORM ADV PART 2A DISCLOSURE BROCHURE



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This brochure provides information about the qualifications and business practices of GuidedQuest, LLC. Being registered as a registered investment adviser does not imply a certain level of skill or training. If you have any questions about the contents of this brochure, please contact us at 540-659-0300. 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 GuidedQuest, LLC (CRD #281977) is available on the SEC's website at www.adviserinfo.sec.gov

FEBRUARY 4, 2022

Item 2: Material Changes

Annual Update

The Material Changes section of this brochure will be updated annually or when material changes occur since the previous release of the Firm Brochure.

Material Changes since the Last Update

This update is in accordance with the annual filing requirements for Registered Investment Advisors. Since the last filing of this brochure on January 25, 2021, Item 5 has been updated to remove information about legacy accounts.

Full Brochure Available

Whenever you would like to receive a complete copy of our Firm Brochure, please contact us by telephone at: 540-659-0300 or by email at: support@retirementsolution4you.com.

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Form ADV - Part 2A - Firm Brochure

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Item 4: Advisory Business

Firm Description

GuidedQuest, LLC (hereinafter "GuidedQuest" or the "firm") is a registered investment adviser based in Stafford, Virginia. We are organized as a limited liability company under the laws of the State of Virginia. We have been providing investment advisory services since 2016. Nora Lake Hartquist is the sole owner of the firm.

The following paragraphs describe our services and fees. You may see the term Associated Person throughout this Brochure. As used in this Brochure, this term refers to anyone from our firm who is an officer, employee, and all individuals providing investment advice on behalf of our firm. Where required, such persons are properly licensed or registered as investment adviser representatives.

Types of Advisory Services Financial Planning Services

We offer broad based financial planning services, including tax planning, investment planning, insurance planning, estate planning, disability planning, business planning, retirement planning, retirement income planning, education planning, and budgeting and cash flow analysis. GuidedQuest strives to achieve a client's long-term financial goals by implementing a financial planning process that may include any or all of the following steps:

- Assessment of a client's present financial situation by collecting information regarding net worth and cash flow statements, tax returns, insurance policies, investment portfolios, pension plans, employee benefit statements, etc.
- Identification of a client's financial and personal goals and objectives. Goals or objectives may include financing a child's college education or retirement planning. The identified goals or objectives are specific, realistic and measurable. All goals include time horizons.
- Resolution of finance related problems. Obstacles to achieving financial independence are identified so that resolution may occur. Examples of problem areas can include too little or too much insurance coverage, inadequate cash flow or a high tax burden.
- Plan design. When necessary, we prepare a written financial plan that includes recommendations and solutions to financial related problems.
- Implementation of the financial plan. Once the financial plan is finalized, the recommendations and solutions are executed to help clients achieve their desired goals and objectives.
- Plan Review. Clients have the option to receive a periodic review and revision of the plan to ensure that the financial goals are achieved. The client may be required to pay an additional fee to exercise this option.

We also provide financial planning services that cover a specific area, such as retirement or estate planning. We offer consultative services where we set an appointment to meet with you for financial planning advice for an hourly or a flat fee.

Financial plans are based on your financial situation and the financial information you provide to our firm. If your financial situation, goals, objectives, or needs change, you must notify us promptly.

You may choose to accept or reject our recommendations. If you decide to proceed with our recommendations, you may do so either through our investment advisory services or by using the advisory/brokerage firm of your choice.

Note: Information related to tax and legal consequences that is provided as part of the financial plan is for informative purposes only. Clients are instructed to contact their tax or legal advisers for personalized advice.

Investment Monitoring and Referral Services

Our investment advice is tailored to meet our clients' needs and investment objectives. If you decide to hire our firm to assist you with the management of your portfolio, an Associated Person of GuidedQuest will meet with you and gather information about your financial situation, investment objectives, and any reasonable restrictions you would like to impose on the management of the account. The information we gather will help us implement an asset allocation strategy that will be specific to your needs and goals.

Currently, we offer asset allocation and advisory services through various third party investment advisers ("TPAs") for the provision of certain investment advisory services. All TPAs recommended by the firm must be registered with either the Securities and Exchange Commission or with the applicable state securities division. Factors considered in the selection of a TPA include but may not be limited to: i) GuidedQuest's preference for a particular TPA; ii) the client's risk tolerance, goals and objectives, as well as investment experience; and, iii) the amount of client assets available for investment. In order to assist clients in the selection of a TPA, an Associated Person of GuidedQuest will typically gather information from the client about the client's financial situation, investment objectives, and reasonable restrictions the client wants imposed on the management of the account.

The TPA may customize the client's portfolio by blending traditional investment strategies with an allocation to asset classes. The investment strategy adopted by the TPA may embrace value, growth or contrarian investing styles. Generally, securities transactions will be decided upon and executed by the TPA on a discretionary basis. This means that the manager selected will have the ability to buy and sell securities in your account without obtaining your approval. GuidedQuest and its Associated Persons will not manage, or obtain discretionary authority over the assets in accounts participating in these programs. Generally, clients may not impose restrictions on investing in certain securities or types of securities in accounts managed by a TPA.

Associated Persons of GuidedQuest will periodically review reports provided to the client. An Associated Person of GuidedQuest will contact the client at least annually, or more often as agreed upon with each client, to review the client's financial situation and objectives, communicate information to the TPA managing the account as necessary, and to assist the client in understanding and evaluating the services provided by the TPA. Clients will be expected to notify GuidedQuest of any changes in their financial situation, investment objectives, or account restrictions. A complete description of the programs and services provided by the TPA, the amount of total fees, the payment structure, termination provisions and other aspects of each portfolio management service are detailed and disclosed in: i) the TPA's Form ADV Part 2A; ii) the program wrap brochure (if applicable) or other applicable disclosure documents; iii) the disclosure documents of the portfolio manager(s) selected; or, iv) the TPA's account opening documents. A copy of all relevant disclosure documents of the TPA and of the individual portfolio manager(s) will be provided to anyone interested in these programs/managers.

Client Tailored Services and Client Imposed Restrictions

The goals and objectives for each client are documented in our client files. Investment strategies are created that reflect the stated goals and objective. Clients may impose restrictions on investing in certain securities or types of securities.

Agreements may not be assigned without client consent.

Wrap Fee Programs

GuidedQuest may participate in wrap fee programs of third party money managers. When doing so, GuidedQuest will provide the client the Part 2A, Appendix 1, of the third party manager.

Client Assets under Management

Due to the nature of our business, we do not have any reportable assets under management.

Item 5: Fees and Compensation

Method of Compensation and Fee Schedule

Financial Planning Services Fees

GuidedQuest charges fixed fees and/or hourly fees for financial planning services. We utilize the following financial planning fee schedules:

- *Fixed Fees:* We charge a fixed fee that ranges from \$500 to \$3,000, for broad based planning services. For example, a client with limited assets who hires the firm for retirement planning may only pay a fee of \$1,000 while a client with a complex financial situation who hires the firm for a broad based plan that includes a retirement plan, insurance review, tax planning, estate planning, cash flow planning and education goal planning may pay a fee of \$3,000. *In limited circumstances*, the total cost could potentially exceed \$3,000. In these cases, we will notify the client and may request that the client pay an additional fee.
- *Hourly Fees:* GuidedQuest charges an hourly fee of up to \$250 for clients who request specific services (such as a modular plan or hourly services) and do not desire a broad based written financial plan.

Prior to engaging GuidedQuest to provide financial planning services, the client will be required to enter into a written agreement with the firm. The Agreement will set forth the terms and conditions of the engagement and describe the scope of the services to be provided and the portion of the fee that is due from the client. Generally, GuidedQuest requires a prepayment of \$500 with the remaining balance due upon completion of the agreed upon services. GuidedQuest does not require the prepayment of over \$500, six or more months in advance. Hourly fees charged for specific services are payable as invoiced.

Either party may terminate the Agreement by written notice to the other. In the event the client terminates GuidedQuest's financial planning services, the balance of GuidedQuest's unearned fees, if any, will be refunded to the client within 15 business days.

Investment Monitoring and Referral Services Fees

GuidedQuest will share in the fee paid to the TPA. The management fee is disclosed in the TPA's disclosure documents. These fees may or may not be negotiable. GuidedQuest's compensation may differ depending upon the firm's individual agreement with each TPA. GuidedQuest or its Associated Persons may have an incentive to recommend one TPA over another TPA with whom it has less favorable compensation arrangements or other advisory programs offered by TPAs with which it has no compensation arrangements. In order to address this conflict, the firm has adopted a code of ethics that obliges all Associated Persons to deal fairly with all clients when taking investment action and to uphold their fiduciary duty and to put the client's interest first. Clients are not required to use the services of any TPA we recommend.

Currently, GuidedQuest has agreements with the following TPAs:

Howard Capital Management, Inc. ("HCM"). The total annual fee to the client will range from 1.00% -1.90% of the assets managed with GuidedQuest receiving between .50% and 1.40%. The fees are negotiable, depending on the amount of client assets managed and the total assets GuidedQuest places with HCM.

Solomon API ("Solomon"). The total annual fee will range from 1.7% - 1.95% of the assets managed, with GuidedQuest receiving 1.2%. The fees will depend on the strategy and will be disclosed in the client agreement.

The details of the fees will be detailed in each TPAs solicitor agreement provided to the client.

GuidedQuest also has legacy clients with Flexible Plan Investments, Ltd. No new assets will be placed with this managers.

Client Payment of Fees

GuidedQuest's fees may be negotiable based on the complexity of client goals and objectives, and level of services rendered. Advisory fees are not charged on the basis of a share of capital gains upon, or capital appreciation of, the funds, or any portion of the funds of an advisory client (15 U.S.C. §80b-5(a)(1)).

Additional Client Fees Charged

All fees paid to GuidedQuest for investment advisory services are separate and distinct from the fees and expenses charged by mutual funds or exchange traded funds to their shareholders. These fees and expenses are described in each fund's prospectus. These fees generally include a management fee, other fund expenses, and a possible distribution fee. If the fund also imposes sales charges, a client may pay an initial or deferred sales charge. A client could invest in a mutual fund directly, without the services of GuidedQuest. In that case, the client would not receive the services provided by GuidedQuest which are designed, among other things, to assist the client in determining which mutual fund or funds are most appropriate to each client's financial condition and objectives. Accordingly, the client should review both the fees charged by the funds and the fees charged by GuidedQuest to fully understand the total amount of fees to be paid by the client and to thereby evaluate the advisory services being provided.

Prepayment of Client Fees

GuidedQuest does not require prepayment of fees of more than \$500 per client and six months or more in advance.

External Compensation for the Sale of Securities to Clients Compensation for the Sale of Insurance Products

Persons providing investment advice on behalf of our firm are licensed as independent insurance agents. These persons will be compensated for selling insurance products, including insurance products they sell to you. Compensation earned by these persons is separate and in addition to our advisory fees. This practice presents a conflict of interest because persons providing investment advice on behalf of our firm who are insurance agents have an incentive to recommend insurance products to you for the purpose of generating commissions rather than solely based on your needs. However, you are under no obligation, contractually or otherwise, to purchase insurance products through any person affiliated with our firm.

All conflicts of interest between you and our firm, and the Associated Persons of our firm, are outlined in this Disclosure Brochure. If additional conflicts arise in the future, we will notify you in writing or supply you with an updated Disclosure Brochure.

Item 6: Performance-Based Fees and Side-by-Side Management

Sharing of Capital Gains

We and our Associated Persons do not accept performance based fees. Performance based fees are based on a share of capital gains on or capital appreciation of the client's assets.

Item 7: Types of Clients

Description

We generally offer investment advisory services to individuals, trusts, and estates.

Account Minimums

Clients who wish to open an advisory account with the TPA will be subject to the minimum account requirements imposed by the TPA.

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

Methods of Analysis

All portfolio management and financial planning services are offered by the TPAs in accordance with investment programs developed by these entities. GuidedQuest will not implement its own methods of analysis and investment strategies. Clients should refer to

the disclosure documents provided by the TPA(s) for more information about these firm's methods of analysis and investment strategies.

Investment Strategy

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

Security Specific Material Risks

- **Investing in securities involves risk of loss that clients should be prepared to bear**. Clients should fully understand the nature of the contractual relationship(s) into which they are entering and the extent of their exposure to risk. Certain investing strategies may not be suitable for many members of the public. You should carefully consider whether the strategies employed will be appropriate for you in light of your experience, objectives, financial resources and other relevant circumstances.
- **General Investment Risk:** All investments come with the risk of loss. Investing may involve substantial risks, including complete possible loss of principal plus other losses and may not be suitable for many members of the public. Investments, unlike savings and checking accounts at a bank, are not insured by the government to protect against market losses. Different market instruments carry different types and degrees of risk and you should familiarize yourself with the risks involved in the particular market instruments you intend to invest in.
- **Loss of Value:** There can be no assurance that a specific investment will achieve its investment objectives and past performance should not be seen as a guide to future returns. The value of investments and the income derived may fall as well as rise and investors may not recoup the original amount invested. Investments may also be affected by any changes in exchange control regulation, tax laws, withholding taxes, international, political and economic developments, and government, economic or monetary policies.
- **Interest Rate Risk:** Fixed income securities and funds that invest in bonds and other fixed income securities may fall in value if interest rates change. Generally, the prices of debt securities rise when interest rates fall, and their prices fall when interest rates rise. Longer term debt securities are usually more sensitive to interest rate changes.
- **Credit Risk:** Investments in bonds and other fixed income securities are subject to the risk that the issuer(s) may not make required interest payments. An issuer suffering an adverse change in its financial condition could lower the credit quality of a security, leading to greater price volatility of the security. A lowering of the credit rating of a security may also offset the security's liquidity, making it more difficult to sell. Funds investing in lower quality debt securities are more susceptible to these problems and their value may be more volatile.

Item 9: Disciplinary Information

Criminal or Civil Actions

The firm and its management have not been involved in any criminal or civil action.

Administrative Enforcement Proceedings

The firm and its management have not been involved in administrative enforcement proceedings.

Self Regulatory Organization Enforcement Proceedings

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

Item 10: Other Financial Industry Activities and Affiliations

Broker-Dealer or Representative Registration

Neither GuidedQuest nor any of its employees are registered representatives of a brokerdealer.

Futures or Commodity Registration

Neither GuidedQuest nor its employees are registered or has an application pending to register as a futures commission merchant, commodity pool operator, or a commodity trading advisor.

Material Relationships Maintained by this Advisory Business and Conflicts of Interest

Nora Hartquist, Managing Member, is the owner and Managing Member of Hartquist & Noblet, LLC, an insurance agency based in Stafford, Virginia. Ms. Hartquist is also licensed as an insurance agent and can offer various insurance products from a variety of product sponsors and earn commissions for these activities. The firm expects that clients to whom it offers advisory services may also be insurance clients. Clients are instructed that the fees paid to the firm for advisory services are separate and distinct from the commissions earned by Ms. Hartquist for placing the client in insurance products.

This arrangement creates a conflict of interest due to the receipt of both advisory and commission compensation. Clients to whom the firm offers advisory services are informed that they are under no obligation to utilize the firm's Associated Persons for insurance services. We will uphold our fiduciary responsibilities towards clients. Additionally, all client transaction costs will be disclosed to the client.

Recommendations or Selections of Other Investment Advisors and Conflicts of Interest We will recommend that you use a third party advisor (TPA) as part of our asset allocation and investment strategy. GuidedQuest will share in the compensation received by the TPA for managing your account. The compensation arrangement presents a conflict of interest due to a financial incentive to recommend the services of the third party advisor. You are not required to use the services of any TPA we recommend.

The relationship between GuidedQuest and the Third Party Money Manager will be disclosed to the client in writing prior to commencement of the services. Client's signature is required to confirm consent for services within Third Party Investment Agreement.

Client will initial GuidedQuest's Investment Advisory Agreement to acknowledge receipt of Third Party fee Schedule and required documents including Form ADV Part 2 disclosures.

We will only recommend TPAs with whom we have executed a written agreement and we will provide all clients with a written disclosure that includes our firm name, the TPA's name, the nature of the relationship, including any affiliation between our firm and the TPA; A statement that our firm will be compensated by the TPA; The terms of such compensation arrangement, including a description of the compensation paid to our investment adviser representatives; and compensation differentials, if any, charged to clients above the TPA's normal fee, as a result of the cost of obtaining clients by compensating our firm and investment adviser representatives.

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

Code of Ethics Description

GuidedQuest has adopted a Code of Ethics (the "Code") to address investment advisory conduct. The Code focuses primarily on fiduciary duty, personal securities transactions, insider trading, gifts, and conflicts of interest. The Code includes GuidedQuest's policies and procedures developed to protect client's interests in relation to the following topics:

- The duty at all times to place the interests of clients first;
- The requirement that all personal securities transactions be conducted in such a manner as to be consistent with the code of ethics.
- The responsibility to avoid any actual or potential conflict of interest or misuse of an employee's position of trust and responsibility;
- The fiduciary principle that information concerning the identity of security holdings and financial circumstances of clients is confidential; and
- The principle that independence in the investment decision-making process is paramount.

A copy of GuidedQuest's Code of Ethics is available upon request to Nora Hartquist, Managing Member, at (540) 659-0300.

Investment Recommendations Involving a Material Financial Interest and Conflict of Interest

GuidedQuest and its employees do not recommend to clients securities in which we have a material financial interest.

Advisory Firm Purchase of Same Securities Recommended to Clients and Conflicts of Interest

At times GuidedQuest and/or its Advisory Representatives may take positions in the same securities as clients, which may pose a conflict of interest with clients. We will not violate our fiduciary responsibilities to our clients. Front running (trading shortly ahead of clients) is prohibited. Should a conflict occur because of materiality, disclosure will be made to the client(s) at the time of trading. Incidental trading not deemed to be a conflict (i.e. a purchase or sale which is minimal in relation to the total outstanding value, and as

such would have negligible effect on the market price), would not be disclosed at the time of trading.

Client Securities Recommendations or Trades and Concurrent Advisory Firm Securities Transactions and Conflicts of Interest

GuidedQuest does not maintain a firm proprietary trading account and does not have a material financial interest in any securities being recommended and therefore no conflicts of interest exist.

Item 12: Brokerage Practices

Factors Used to Select Broker-Dealers for Client Transactions

Due to the nature of our business, we do not recommend brokers or dealers to clients. Additionally, we do not receive client referrals from broker-dealers and custodians. Clients who have implemented investments through a TPA will be encouraged or required to use the broker dealers and/or custodians recommended by the TPA.

Aggregating Securities Transactions for Client Accounts

GuidedQuest does not trade in client accounts.

Item 13: Review of Accounts

Schedule for Periodic Review of Client Accounts or Financial Plans and Advisory Persons Involved

The TPA will conduct all account reviews. Clients should notify the TPA of any changes in their financial situation, investment objectives, or account restrictions. Additionally, Ms. Hartquist offers clients an in person account review on a semi-annual basis.

Review of Client Accounts on Non-Periodic Basis

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

Content of Client Provided Reports and Frequency

Clients will receive statements directly from their account custodian(s) on at least a quarterly basis. GuidedQuest can also generate planning or performance reports on an as needed basis.

Item 14: Client Referrals and Other Compensation

Economic Benefits Provided to the Advisory Firm from External Sources and Conflicts of Interest

We will recommend that you use a third party advisor (TPA) and will share in the compensation received by the TPA for managing your account. The compensation arrangement presents a conflict of interest due to a financial incentive to recommend the services of the third party advisor. In order to address this conflict, the firm has adopted a code of ethics that obliges all Associated Persons to deal fairly with all clients when taking investment action and to uphold their fiduciary duty and to put the client's interest first. Clients are not required to use the services of any TPA we recommend.

Advisory Firm Payments for Client Referrals

GuidedQuest may, from time to time, enter into agreements with individuals and organizations ("solicitors") that refer Clients to GuidedQuest in exchange for compensation. For all Clients introduced by a solicitor, GuidedQuest may pay that solicitor a fee pursuant to an previously executed agreement. While the specific terms of each agreement may differ, generally, the compensation will be based upon GuidedQuest's engagement of new Clients and is calculated using a fixed fee, or a varying percentage of the fees paid to GuidedQuest by such Clients. Any such fee shall be paid solely from GuidedQuest's investment management fee and shall not result in any additional charge to the Client. GuidedQuest ensures that solicitors are registered with all appropriate jurisdictions or exempt from registration as investment advisers or investment adviser representatives.

Each referred Client to GuidedQuest under such an arrangement will receive a copy of this brochure and a separate written disclosure document disclosing the nature of the relationship between the solicitor and GuidedQuest and the amount of compensation that will be paid by GuidedQuest to the solicitor. The solicitor is required to obtain the Client's signature acknowledging receipt of GuidedQuest's disclosure brochure and the solicitor's written disclosure statement.

Item 15: Custody

Account Statements

GuidedQuest does not have custody of client funds.

Clients will receive account statements at least quarterly from their qualified custodian. Clients are urged to review their custodial account statements for accuracy.

Item 16: Investment Discretion

Discretionary Authority for Trading

GuidedQuest does not take discretion over client accounts.

Item 17: Voting Client Securities

Proxy Votes

GuidedQuest does not vote proxies. It is the client's responsibility to vote proxies. Clients will receive proxy materials directly from the custodian. Questions about proxies may be made via the contact information on the cover page.

Item 18: Financial Information

Balance Sheet

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

Financial Conditions Reasonably Likely to Impair Advisory Firm's Ability to Meet Commitments to Clients

GuidedQuest has no condition that is reasonably likely to impair our ability to meet contractual commitments to our clients.

Bankruptcy Petitions during the Past Ten Years

Neither GuidedQuest nor its management has had any bankruptcy petitions in the last ten years.

Item 19: Requirements for State Registered Advisors

Education and business background, including any outside business activities for all management and supervised persons can be found in the Supplement to this Brochure (Part 2B of Form AD Part 2).

Material Relationship Maintained by this Advisory Business or Management persons with Issuers of Securities

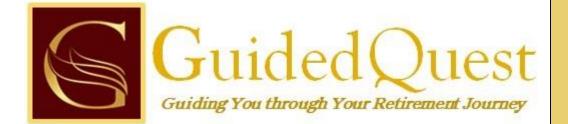
None to report

Item 1 Cover Page

SUPERVISED PERSON BROCHURE

FORM ADV PART 2B

Nora Lake Hartquist



Office Address:

15 Francis Court Stafford, VA 22554

Tel: (540) 659-0300 Fax: (800) 327-1430

Website: <u>www.GuidedQuest.com</u>

Email: support@retirementsolution4you.com

This brochure supplement provides information about Nora L. Hartquist and supplements the GuidedQuest, LLC brochure. You should have received a copy of that brochure. Please contact Nora L. Hartquist if you did not receive the brochure or if you have any questions about the contents of this supplement.

Additional information about Nora L. Hartquist (CRD #1817239) is available on the SEC's website at <u>www.adviserinfo.sec.gov</u>.

FEBRUARY 4, 2022

Brochure Supplement (Part 2B of Form ADV)

Supervised Person Brochure

Principal Executive Officer

Nora Hartquist

• Year of birth: 1943

Item 2 Educational Background and Business Experience

Educational Background:

• University of New Orleans, B.A., Major in Education, Minor in Psychology, 1964.

Business Experience:

- GuidedQuest, LLC (formerly, Holistic Advisory Services, LLC, formerly Secure Retirement RX, LLC), Managing Member and CCO, 06/2011 to Present; Investment Adviser Representative, 08/2011 to 02/2012 and 06/2016 to Present.
- Hartquist & Noblet, LLC, (formerly IRA Rx, LLC) Managing Member and Insurance Agent, 06/2011 to Present.
- Virtue Capital Management, LLC, Investment Adviser Representative, 11/2015 to 06/2016.
- Brookstone Capital Management, LLC, Investment Adviser Representative, 11/2013 to 11/2015.
- Prosperity Capital Advisors, Investment Adviser Representative, 02/2012 to 12/2013.

Item 3 Disciplinary Information

Criminal or Civil Action: None to report. *Administrative Proceeding:* None to report. *Self-Regulatory Proceeding:* None to report.

Item 4 Other Business Activities

Ms. Hartquist is the owner and Managing Member of Hartquist & Noblet, LLC, an insurance agency based in Stafford, Virginia. Ms. Hartquist is also licensed as an insurance agent and can offer various insurance products from a variety of product sponsors and earn commissions for these activities. The firm expects that clients to whom it offers advisory services may also be insurance clients. Clients are instructed that the fees paid to the firm for advisory services are separate and distinct from the commissions earned by Ms. Hartquist for placing the client in insurance products.

This arrangement creates a conflict of interest due to the receipt of both advisory and commission compensation. Clients to whom the firm offers advisory services are informed that they are under no obligation to utilize the firm's Associated Persons for insurance services. We will uphold our fiduciary responsibilities towards clients. Additionally, all client transaction costs will be disclosed to the client.

Ms. Hartquist devotes about 30% of her professional time to her insurance business.

Item 5 Additional Compensation

Apart from the receipt of commissions for the sale of insurance products, Ms. Hartquist does not receive additional compensation or economic benefits from third party sources in connection to her advisory activities.

Item 6 Supervision

Ms. Hartquist is an investment adviser representative of GuidedQuest. In this role, Ms. Hartquist is responsible for the monitoring of client portfolios for investment objectives and other supervisory reviews. Ms. Hartquist is also the Chief Compliance Officer of GuidedQuest. In this capacity, Ms. Hartquist is responsible for the implementation of the firm's compliance program.

GuidedQuest has implemented a Code of Ethics and an internal compliance program that guides each Associated Person in meeting their fiduciary obligations to clients. Ms. Hartquist adheres herself to GuidedQuest's code of ethics and compliance manual as mandated. Clients may contact Ms. Hartquist at the phone number listed on the cover of this Brochure Supplement, to obtain a copy of GuidedQuest's code of ethics.

Additionally, GuidedQuest is subject to regulatory oversight by various agencies. These agencies require registration by GuidedQuest and its employees. As a registered entity, GuidedQuest is subject to examinations by regulators, which may be announced or unannounced. GuidedQuest is required to periodically update the information provided to these agencies and to provide various reports regarding firm business and assets under management.

Item 7 Requirements for State-Registered Advisors

Arbitration Claims: None to report. *Self-Regulatory Organization or Administrative Proceeding:* None to report. *Bankruptcy Petition:* None to report.