



**FORM ADV PART 2A**

**July 15, 2021**

Maryland Capital Management, LLC

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This Brochure provides information about the qualifications and business practices of Maryland Capital Management, LLC. If you have any questions about the contents of this Brochure, please contact us at [info@mdcapital.com](mailto:info@mdcapital.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.

Maryland Capital Management, LLC is a registered investment adviser. Registration of an Investment Adviser does not imply any level of skill or training. The oral and written communications of an Adviser provide you with information and help you determine whether to hire or retain an Adviser.

Additional information about Maryland Capital Management, LLC is also available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

## Item 2: Material Changes

The last annual update of Maryland Capital Management’s (“MCM”) Form ADV Part 2A is dated March 15, 2021.

MCM has no material changes to report since the last annual amendment.

MCM is required to send you a summary of any material changes to our brochure within the first 120 days of each calendar year. We may also provide updated disclosure information about material changes on a more frequent basis. Any summaries of changes include the date of our last annual update of our brochure.

The most current version of our brochure may be requested by contacting Lenee Dirzuweit, Chief Compliance Officer, by email at [ldiruzweit@mdcapital.com](mailto:ldiruzweit@mdcapital.com) or by visiting [www.mdcapital.com](http://www.mdcapital.com).

Information regarding your investment advisory representative can also be found in the supplements at the end of this brochure.

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#### Item 4: Advisory Business

Maryland Capital Management (MCM) is an independently-owned investment advisory firm committed to providing investment advice and portfolio management solutions to high net worth individuals, family groups and institutions. Since our founding in 1978, we have built lasting client relationships based upon personalized service, quality investment solutions and a team of experienced personnel. Our approach is based upon thoughtful client conversations and carefully constructed portfolios. We believe this client-centric approach and our dedication to providing the highest level of client service is the source of our success.

We design solutions to meet specific client needs and based on the client's tax situation, income needs, time horizon, and risk tolerance. We work with our clients to understand all aspects of their situation and to incorporate those considerations into a tailored investment strategy. We believe a combination of multiple investment strategies and varying management styles helps our clients to achieve enhanced diversification and a desirable blend of risk and return. At times, clients are permitted to impose restrictions on investing in certain securities and types of securities in their accounts.

We offer our clients access to equity, fixed income, alternative and balanced investment management strategies:

- Our equity strategies focus on high quality companies that potentially offer above average long-term growth.
- Our fixed income strategy seeks capital preservation and income generation,

and is designed to complement a client's tax status and income needs.

- Our alternative strategies seek to capitalize on global market trends by dynamically providing optimal market exposure. These strategies are tactical in nature and are designed to adapt to market conditions.
- Our balanced strategies blend together our equity, fixed income and alternative strategies in order to potentially reach a client's desired level of expected return and meet income requirements with a comfortable degree of risk.

As of December 31, 2020, our assets under management were:

Discretionary	\$1,941,082,000
Non-Discretionary	\$ 5,353,000
	<hr/>
	\$1,946,435,000

MCM participates in Unified Managed Account (UMA) Programs in which MCM provides the Model Program Sponsor with non-discretionary model portfolio investment recommendations.

The Model Program Sponsor uses the information supplied by MCM to provide investment management services to their clients. The Model Program Sponsor retains the discretion to accept, modify, or reject MCM's recommendation and is responsible for executing any trades. The Model Program Sponsor's clients are not MCM clients (they are considered "assets under advisement," not assets under management) and MCM is not responsible for overseeing the provision of services by the Model Program Sponsor.

As of December 31, 2020, Model portfolio assets under advisement were **\$52,939,588**

MCM does not participate in wrap fee programs.

MCM is a 100% employee owned Limited Liability Company and is not affiliated with any other financial organization. Partners of the firm with greater than 25% ownership are: John Blair (President) and Greg Heard (Principal).

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

Maryland Capital Management's compensation for services is calculated based on a percentage of assets under management and is included in the investment advisory contract. Equity, balanced and alternative portfolio management services are calculated at an annual rate of 1.00% of account assets under management. Fixed income portfolio management services are calculated at an annual rate of 0.75% of account assets under management. Fees are paid in arrears and are computed based on the average daily balance of the account each day of the calendar quarter. Some accounts are charged a flat fee annually. Depending on the nature of the account, fees may be negotiable. In those instances, a client may pay more or less than the fees on our standard fee schedules, and more or less than similar clients.

#### **FEE CALCULATION EXAMPLE:**

**\$2,000,000 Assets X 1.00% Fee = \$20,000 annually**

**4 Quarters = \$5,000 Quarterly Fee**

Fees are paid by deduction from the client's account by the 15th business day of the subsequent quarter.

MCM's fees are exclusive of brokerage commissions, transactions fees and other related costs and expenses which shall be incurred by the client. Clients may incur certain charges imposed by custodians, brokers, and other third parties such as custodial fees, deferred sales charges, wire transfers and electronic fund fees, and other fees and taxes on brokerage accounts and securities transactions. A portion of some client's holdings may be invested in exchange traded funds or mutual funds. Exchange traded funds and mutual funds charge operating expenses, which are disclosed in the fund's prospectus. Such charges, fees and commissions are exclusive of and in addition to the MCM quarterly fee. MCM does not receive any portion of these commissions, fees and costs. Item 12 further describes the factors that MCM considers in selecting or recommending broker-dealers for client transactions and determining the reasonableness of their compensation (e.g. commissions).

Investment agreements between the client and MCM may be terminated at any time, in writing by either party. Fees are billed and payable upon termination of the account. If termination occurs at a time other than quarter end, fees will be prorated for the appropriate time period.

With respect to the UMA model program, a fee is collected by the Model Program Sponsor and then a portion of the fees are remitted to MCM.

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

Maryland Capital Management does not accept performance-based fees or other fees based on a share of capital gains on or capital appreciation of the assets of a client.

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

Maryland Capital Management offers investment management services to individuals, high net worth individuals, families, pension and profit-sharing plans, trusts, estates, charitable organizations as well as corporate entities. A \$500,000 minimum opening account balance is required however, MCM may waive the minimum at its discretion.

MCM also offers investment advisory services to UMA Program Sponsors in the form of model portfolios based on one or more of MCM's investments strategies. Program Sponsors utilize the model portfolio to provide investment services to their clients.

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

#### Methods of Analysis

Maryland Capital Management's (MCM) methods of analysis include fundamental analysis, technical analysis, cyclical analysis and quantitative analysis.

**Fundamental analysis** involves the analysis of financial statements, the general health of companies, and/or the analysis of management or competitive advantages.

Fundamental analysis does not attempt to anticipate market movements. This presents a potential risk, as the price of a security can move up or down along with the overall market regardless of the economic and financial factors considered in evaluating an investment.

**Technical analysis** involves the analysis of past market data. Specifically, we examine historical price and volume data, relative strength characteristics, chart patterns and support and resistance levels.

Technical analysis does not consider the underlying financial condition of a company. This presents a risk in that a poorly managed or financially unsound company may underperform regardless of market movement.

**Cyclical analysis** involves the analysis of business and/or earnings cycles to find favorable conditions for buying and/or selling a security.

Cyclical analysis assumes that financial markets react in cyclical patterns which, once identified, can be leveraged to enhance performance. The risk to this type of analysis is that history does not always repeat itself.

**Quantitative** analysis involves the analysis of the mathematically measurable figures of an investment, such as earnings growth or relative price movement. We use screening tools to help us identify investments with favorable statistical characteristics.

Quantitative analysis does not consider the qualitative features of a company. The risk to this type of analysis is that poorly managed or fundamentally unsound

investments may underperform despite strong statistical measures.

### Investment Strategies

MCM manages portfolios with equity, fixed income, alternative and balanced strategies.

#### **Equity**

Our equity strategies seek maximum long-term capital appreciation. We focus on high quality companies with identifiable and growing earnings streams. Our portfolio management team employs a mix of quantitative screens with fundamental, bottom-up company analysis to identify quality growth prospects.

The **Concentrated Growth Equity** Strategy seeks to provide capital appreciation by investing primarily in high quality, large-cap companies with above-average growth potential. Our portfolio typically consists of twenty-five positions that represent our best ideas. We focus on risk management with the goal of generating competitive risk adjusted returns for our clients.

The **Dividend Growth Equity** Strategy seeks to provide above-average yield and total return by investing in a concentrated portfolio of high-quality, large-cap companies that offer a strong potential for dividend and earnings growth. Our portfolio typically consists of 35-40 positions.

The **Small Cap Growth Equity** Strategy seeks to provide capital appreciation by investing primarily in high quality, small-cap companies with above-average growth potential. Our portfolio typically consists of forty positions that represent our best

ideas. We focus on risk management with the goal of generating competitive risk adjusted returns for our clients.

#### **Fixed Income**

We also manage fixed income portfolios consisting of individual bonds. Our primary goals when managing these types of portfolios are to protect principal and generate income. When creating portfolios for clients, we take into consideration specific client objectives, risk tolerance and tax status.

#### **Balanced**

When appropriate, we will combine our equity, fixed income and/or alternative strategies together to create portfolios that are balanced via exposure to multiple asset classes.

The **Flexible Income** Strategy seeks to provide a high level of income by investing in a diversified portfolio of equity and fixed income securities. Due to the emphasis on income, accounts in the composite will also own REITs, Preferred Stocks, and ETFs which provide exposure to other income producing areas of the market. The end result is a compelling 4%+ expected annual income stream in an otherwise low interest rate environment.

The **Balanced Concentrated Growth** Strategy seeks to provide a well-diversified portfolio of equities and fixed income designed to meet a client's specific objectives. Accounts have an asset allocation range of 70/30 to 50/50 equities to fixed income. Equities are primarily large-cap growth equities and fixed income securities are primarily taxable. For stocks and bonds alike, we focus on risk management with the goal of generating

competitive risk adjusted returns for our clients.

### Risk of Investment Loss

Investing in securities involves risk of loss that clients should be prepared to bear. The investments that MCM invests in on behalf of clients include: common stocks, preferred stocks, municipal bonds, corporate bonds, government bonds, exchange traded funds (ETFs), Master Limited Partnerships (MLPs), Real Estate Investment Trusts (REITs), and mutual funds (including money market funds). There is a risk that clients could lose all or a portion of their investment in any of these securities. All investments carry some degree of market risk as any security has the ability to decline in value.

**Common Stock or Equity** has the greatest potential for both appreciation and depreciation because stock values fluctuate in response to the activities of an individual company or in response to general market/economic conditions.

**Fixed Income Securities** carry Interest Rate Risk which means the value of an investment in a fixed income security may change in response to changes in interest rates. An increase in interest rates typically causes a decline in the value of the debt securities. The longer the duration of a debt security, the more its value typically falls in response to an increase in interest rates.

**Non-Investment Grade Securities** carry credit risk meaning the degree of risk for a particular security may be reflected in its credit rating. Securities rated below investment grade (i.e., BA or BB and lower) are subject to greater risk of loss of principal

than higher rated securities. Generally, investment risk and price volatility increase as a security's credit rating declines. The financial condition of an issuer of a debt security may cause it to default or become unable to pay interest or principal due on the security.

**Investment Company** securities can be open-end or closed-end, including exchange traded funds (ETFs). They involve the same risks as investing directly in the instruments held by these entities. However, investment in these funds are subject to the fees and expenses of the fund in addition to the MCM management fee.

**Non-Traded Real Estate Investment Trusts** are generally illiquid and lack regular mark-to-market pricing.

An **Options** contract is for a short period (generally a few months). The buyer of an option could lose his or her entire investment, even with a correct prediction about the direction and magnitude of a particular price change, if the price change does not occur in the relevant time period (i.e., before the option expires).

### **Item 9: Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of Maryland Capital Management or the integrity of management. We have no disciplinary information to report at this time.



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

Our firm is not engaged in other financial industry activities and does not have any industry affiliations at this time.

### **Item 11: Code of Ethics**

Maryland Capital Management has adopted a Code of Ethics in accordance with rule 204A-1 of the Investment Advisors Act of 1940. MCM has adopted this Code for all supervised persons to promote the highest standard of ethical conduct among our employees and a culture of compliance. The Code sets forth our standards of business conduct as a fiduciary and specifically requires that employees comply with Federal Securities Laws.

The Code of Ethics includes provisions relating to personal trading and other securities-related conduct of MCM employees as well as written policies and procedures governing the conduct of all advisers, employees and access persons of MCM. Under these procedures, employee stock or ETF trades are placed in our portfolio management system and price averaged with any client trades at the end of the business day. This ensures that all of our clients and/or access persons that trade in a security for that day receive the same average price.

All of our personnel submit a quarterly personal securities transaction report to the Chief Compliance Officer no later than 30 days after the end of the calendar quarter. The quarterly security transaction report details all transactions in covered securities in which MCM personnel have direct or indirect beneficial interest. Employees also

provide an initial holdings report when they are first hired as well as an annual statement of holdings, both of which are reviewed by the Chief Compliance Officer.

We will provide a copy of our Code of Ethics to any client or prospective client upon request.

### **Item 12: Brokerage Practices**

While you are free to choose any broker-dealer, we maintain relationships with several broker-dealers and recommend that you establish an account with a brokerage firm with which we have an existing relationship. Such relationships may include benefits provided to our firm that help us manage your account(s).

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

We consider a wide range of factors, including:

- Reputation, financial strength, and stability.
- A combination of transaction execution services and asset custody services (generally without a separate fee for custody).
- Capability to execute, clear, and settle trades (buy and sell securities for your account).
- Capability to facilitate transfers and payments to and from accounts (wire transfers, check requests, bill payments, electronic funds transfers, etc.).



- Breadth of available investment products (stocks, bonds, exchange-traded funds [ETFs], Master Limited Partnerships [MLPs], etc.).
- Availability of investment research and tools that may support our investment decision-making processes.
- Quality of services.
- Competitiveness of the price of those services (commission rates, margin interest rates, other fees, etc.) and willingness to negotiate the prices.
- Availability of other products and services that benefit us.

In recognition of the value of the services recommended broker-dealers provide, you may pay higher commissions and/or trading costs than those that may be available elsewhere.

We recommend that a client in need of brokerage and custodial services utilize one of the following custodians: Schwab Advisor Services, division of Charles Schwab & Co., Inc. ("Schwab"), member FINRA/SIPC, TD Ameritrade Institutional, division of TD Ameritrade, Inc. ("TD Ameritrade"), member FINRA/SIPC/NFA or Fidelity Brokerage Services, LLC ("Fidelity"), member FINRA/SIPC/NFA.

MCM is independently owned and operated and is not affiliated with Schwab, TD Ameritrade or Fidelity.

Schwab, TD Ameritrade or Fidelity will hold your assets in a brokerage account and buy and sell securities when we instruct them to. While we recommend that you use Schwab, TD Ameritrade or Fidelity as custodian/broker, you will decide whether to do so and will open your account by

entering into an account agreement directly with them. We do not open the account for you, although we may assist you in doing so.

Even though your account is maintained at Schwab, TD Ameritrade or Fidelity, we can still use other brokers to execute trades for your account as described below (see "Your Brokerage and Custody Costs"). For clients who request custody at a particular broker/dealer (other than Schwab, TD Ameritrade or Fidelity) MCM will consider this request to be a "directed" brokerage and custody situation, and will require the client to sign a form to document this understanding. MCM may be unable to achieve most favorable execution of directed brokerage client transactions and we will not be able to aggregate those transactions (see section below on Aggregation of Trades).

The products and services we receive from broker-dealers will generally be used in servicing all of our clients' accounts. Our use of these products and services will not be limited to the accounts that paid commissions to the broker-dealer for such products and services. You should be aware that the receipt of economic benefits by our firm is considered to create a conflict of interest.

Our participation on the Schwab, TD Ameritrade or Fidelity platforms does not constitute a formal soft dollar agreement. However, we do receive economic benefits as a result of our participation as itemized below.

#### Schwab Advisor Services

As disclosed above, we participate in Schwab Advisor Services ("Schwab").

Schwab Advisor Services is Schwab's business serving independent advisory firms like us. Schwab provides us and our clients with access to its institutional brokerage – trading, custody, reporting, and related services – many of which are not typically available to Schwab retail customers. Schwab also makes available various support services. Some of those services help us manage and grow our business. Schwab support services generally are available on an unsolicited basis (we do not have to request them) and at no charge to us as long as our clients collectively maintain a total of at least \$10 million of their assets at Schwab. If our clients collectively have less than \$10 million in assets at Schwab, Schwab may charge us a quarterly fee.

Schwab's institutional brokerage services include access to a broad range of investment products, execution of securities transactions, and custody of client assets. Schwab services may include research, brokerage, access to mutual funds and other investments that are otherwise available only to institutional investors or would require significantly higher minimum initial investments.

Schwab makes available to us other products and services that benefit us but may not benefit all of our clients' accounts. These include software and other technology that provide access to your account data (such as trade confirmations and account statements), facilitate trade execution, provide research, pricing information and other market data, facilitate payment of our fees from your accounts, and assist with back-office support, recordkeeping and reporting.

Schwab also offers other services intended to help us manage and further develop our business enterprise. These services include educational conferences and events, consulting on technology, compliance, legal, and business needs, publications and conferences on practice management and business succession.

The availability of these services from Schwab benefits us because we do not have to produce or purchase them. We do not have to pay for Schwab's services so long as our clients collectively keep a total of at least \$10 million of their assets in accounts at Schwab. Beyond that, these services are not contingent upon us committing any specific amount of business to Schwab in trading commissions. The \$10 million minimum may give us incentive to recommend that you maintain your account with Schwab, based on our interest in receiving Schwab's services that benefit our business rather than based on your interest in receiving the best value in custody services and the most favorable execution of your transactions. This is a potential conflict of interest. We believe, however, that our selection of Schwab as custodian and broker is in the best interest of our clients.

Our selection is primarily scope, quality, and price of Schwab's services. We have over \$1.5 billion in client assets under management at Schwab as of 12/31/2020 and do not believe that recommending our clients to collectively maintain at least \$10 million of those assets at Schwab in order to avoid paying Schwab quarterly service fees presents a material conflict of interest.

## TD Ameritrade and Fidelity Brokerage Services

We also participate in the TD Ameritrade and Fidelity Brokerage Services, LLC institutional customer programs. There is no direct link between our participation in the program and the investment advice we give to you, although we receive economic benefits through its participation in the program that are typically not available to retail investors. These benefits include 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 our participants; access to block trading (which provides the ability to aggregate securities transactions for execution and then allocate the appropriate shares to your accounts); the ability to have our fees deducted directly from your account; access to an electronic communications network for 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 us by third party vendors. TD Ameritrade and Fidelity may pay or reimburse expenses (including travel, lodging, meals, and entertainment expenses) for our personnel to attend conferences or meetings relating to the program or to adviser custody and brokerage services generally.

Some of the products and services made available by TD Ameritrade or Fidelity through the program may benefit us but may not benefit all of our client accounts. These products or services may assist us in

managing and administering your accounts, including accounts not maintained at TD Ameritrade or Fidelity. Other services made available are intended to help us manage and further develop our business enterprise. The benefits received by us or our personnel through participation in the program do not depend on the amount of brokerage transactions directed to TD Ameritrade or Fidelity.

As part of our fiduciary duty to you, we put your interest first at all times. You should be aware, however, that the receipt of economic benefits creates a potential conflict of interest and may indirectly influence our choice of TD Ameritrade and Fidelity for custody and brokerage services.

### Your Brokerage and Custody Costs

Schwab, TD Ameritrade and Fidelity do not charge you commissions or other fees for trades executed in your account.

### Block/Aggregation of Trades

MCM will aggregate transactions when it believes that aggregation is consistent with its duty to seek best execution for its clients. MCM enters transactions to purchase or sell securities in client accounts using block trading for ease of execution and to obtain fair pricing for clients. When trading in one “block” where executions occur at different prices, an average price is given to all participants in the trade ensuring that all clients are treated fairly.

With respect to Unified Managed Account (UMA) Programs, MCM informs the Model Program Sponsor of the changes made to the model, but does not execute trades on behalf of the Model Program Sponsor. The

Model Program Sponsor has discretion to execute the submitted model changes and may receive an execution that varies from MCM's clients.

### Soft Dollar Arrangements

MCM does not currently have any soft dollar arrangements in place.

### Trade Error Policy

If MCM makes an error when submitting a trade order on a client's behalf, it is our policy to correct the error as soon as possible and in such a manner that the affected client is not disadvantaged and bears no loss.

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

Maryland Capital Management (MCM) has an Investment Committee that meets regularly to discuss market outlook, investment strategy, and security selection for investment portfolios managed by the firm.

Additionally, as part of MCM's internal review process, each investment portfolio is subject to ongoing supervision and evaluation by the Portfolio Manager that manages the account. This assures it is managed in accordance with the investment objectives established by the client. On a quarterly basis, MCM prepares a portfolio appraisal, performance results and market comments for each client. MCM urges clients to carefully review such statements and compare them to the account statements received by the custodian (as also mentioned in Item 15 regarding Custody). Client meetings are

scheduled based on the needs of each individual client.

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

Maryland Capital Management does not receive any compensation from any third party in connection with providing investment advice. Third-party solicitors (e.g., unaffiliated broker/dealers and investment advisers) who are directly responsible for bringing a client to MCM, will receive compensation from us for client referrals. Under these arrangements however, the client will not pay higher fees than our normal/typical advisory fees. Such arrangements will comply with the requirements set forth under the Investment Advisers Act of 1940, including a written agreement between MCM and the solicitor.

Third-party solicitors must provide a copy of this brochure and a separate solicitor's disclosure statement regarding the relationship between the solicitor and MCM to the prospective client at the time of the solicitation or referral. The prospective client will be requested to acknowledge this arrangement prior to acceptance of the account for advisory services. A conflict of interest may exist due to the nature of the arrangements whereby the third-party is incentivized by a referral fee. Referral fees paid to a third-party solicitor are contingent upon a client engaging MCM to provide investment management services.

### Schwab Advisor Network

Maryland Capital Management participates in the Schwab Advisor Network Program ("SAN") whereby MCM receives client

referrals from Schwab. SAN is designed to help investors find an independent advisor. Schwab is a broker-dealer independent of and unaffiliated with MCM. Schwab does not supervise MCM and has no responsibility for MCM's management of client's portfolios or MCM's other advice and services. MCM pays Schwab fees to receive client referrals through the service. MCM's participation in the SAN program may raise potential conflicts of interest, which are described below.

MCM pays Schwab a Participation Fee on all referred clients' accounts that are maintained in custody at Schwab and a Non-Schwab Custody Fee on all accounts that are maintained at, or transferred to, another custodian. The Participation Fee paid by MCM is a percentage of the value of the assets in the client's account, subject to a minimum Participation Fee. MCM pays Schwab the Participation Fee for as long as the referred client's account remains in custody at Schwab. The Participation Fee is billed to MCM quarterly and may be increased, decreased or waived by Schwab from time to time. The Participation Fee is paid by MCM and not by the client. MCM has agreed not to charge clients referred through the Service fees or costs greater than the fees or costs MCM charges clients with similar portfolios who were not referred through the Program.

MCM generally pays Schwab a non-Schwab Custody Fee if custody of a referred clients' account is not maintained by, or if the accounts are transferred from Schwab. The Fee does not apply if the client was solely responsible for the decision to not maintain custody at Schwab. The Non-Schwab Custody Fee is higher than the Participation Fee MCM would generally pay in a single

year. Thus, MCM will have an incentive to recommend that client accounts remain in custody at Schwab.

The Participation Fee and non-Schwab Fee will be based on assets in accounts of MCM's clients who were referred by Schwab and those referred clients' family members living in the same household. Thus, there is a potential conflict of interest as MCM will have incentives to encourage household members of clients referred through SAN to maintain custody of their accounts and execute transactions at Schwab.

#### **Item 15: Custody**

Your funds and securities will be held with a bank, broker-dealer or other independent, qualified custodian. You will receive statements at least quarterly from your custodian. MCM urges you to carefully review such statements and promptly report any discrepancies to the custodian.

To avoid being deemed to have custody of client assets, an adviser must not have:

- First party wire authority without the client specifying the name and account numbers of the receiving institution, or
- Signatory power over a client's checking account, or
- Hold any client securities or funds in the adviser's name at any financial institution, or
- Physically hold cash or securities of any client, or
- Have general power of attorney or trustee over a client's account, or

- Receive a check made payable to the adviser (except for advisory fees), or
- Act as a general partner and investment adviser to any investment partnership.

Under government regulations, we are deemed to have custody of your assets if we have a standing letter of authorization on file for your account and/or if you authorize us to instruct the custodian to deduct our advisory fees directly from your account, however we are not subject to an annual surprise exam from an independent public accountant if certain conditions are met.

#### **Item 16: Investment Discretion**

Maryland Capital Management will manage your assets on a discretionary basis. When given discretionary authority, MCM has the full power to supervise and direct the investment of a client's account. As a result, the implementation of investment decisions can be done without prior consultation of the client (in accordance with the client's established investment objectives).

#### **Item 17: Voting Client Securities (Proxy Voting)**

Maryland Capital Management (MCM) will vote proxies on behalf of clients for whom MCM has voting authority. For such clients, we participate in the proxy issues that directly impact shareholder value and will take a position that, in our best judgment, will enhance the value of client assets. We utilize the services of Broadridge's

ProxyEdge platform to assist us with this process. Broadridge is an independent third party that specializes in providing a variety of proxy-related services to investment managers including timely, web-based vote execution and recordkeeping.

In the event that MCM has a conflict of interest with clients with respect to the outcome of certain proxy proposals, MCM will resolve the conflict in any of the following ways: 1) vote in accordance with the Proxy Voting Policy and Procedures if the issue is addressed therein, 2) obtain direction from clients on how to vote, or 3) vote according to the recommendation of an independent third party (Broadridge).

Please contact us at (410) 547-2666 if you are interested in receiving a copy of our Proxy Voting Policies and Procedures or how a particular proxy was voted.

#### **Item 18: Financial Information**

Registered investment advisers are required in this item to provide you with certain financial information or disclosures about Maryland Capital Management's financial condition. Maryland Capital Management has no financial commitment that impairs its ability to meet contractual and fiduciary commitments to clients, and has not been the subject of a bankruptcy proceeding.

Under no circumstances do we require or solicit payment of fees in excess of \$1,200 per client more than six months in advance of services rendered. Therefore, we are not required to include a financial statement.