



# Financial Center

# TOPA TALK

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Topa Management Company (Hawaii)

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## At Your Service

### Fort Street Tower

Aloha Sushi	585-7374
Bin's Convenience	521-8886
Carrot Patch	531-4037
Clark Hatch Fitness	536-7205
Cookie Corner	532-9072
Donna's Closet	224-1421
Flowers for You	521-2020
Ft. Street Bar & Grill	523-1500
Young Laundry	521-2286

### Bishop Street Tower

Amfac Center Barber	538-7811
Andy Mohan, Inc.	521-1222
Bishop Street Deli	n/a
Best Printing	531-2121
Charles Schwab & Co.	534-9700
First American Title	447-4017
For the Love of Coffee	533-4486
KD Jewelry	545-7841
Komala Curry House	523-9900
Scottrade, Inc.	521-8573
Styling Crew	533-7800
Subway Sandwich	545-3945

## Welcome to Topa Financial Center

### BISHOP STREET TOWER

#### Aloha Tower Development

### Tenant Appreciation Day

An annual event each year at Topa Financial Center is Tenant Appreciation Day. This year's event held on July 9, was a great success with the Management Team distributing over 1,500 novelty ice cream bars to tenants and their employees. Topa Management Company is tremendously grateful to its tenants in this fine building and look forward to the opportunity every year to say Mahalo.

We also want to extend a warm Mahalo Nui to our vendors who were so generous in donating door prizes to make the occasion even more special. Prizes given out this year included a plasma TV from ProPark, an I-Pod from Armstrong Building Maintenance and five complimentary car washes courtesy of ProPark.

The winner of the plasma TV was Julia Chang of Clay Chapman Iwamura, et al (Bishop Street Tower) and Michelle Tobita of Darryl Taira's office (Fort Street Tower) won the I-Pod.

We look forward to seeing all of you at next years Tenant Appreciation Day!

### Emergency Elevator Procedures

If you are trapped in an elevator, the first thing to remember is not to panic. There is an alarm button and a communication system in each elevator. It is best to use the communication system in the elevator which is in direct communication with the building security personnel who will promptly notify the elevator personnel. Do not panic or try to open the doors. Entrapments receive priority service from Otis Elevator Company. Rest assured that help will be on its way very quickly, at which time you will receive specific direction.

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## Emergency Elevator Procedures

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Elevator equipment is designed to prevent movement of the elevator if the proper conditions for operation are not satisfied.

## Extra 15 Years of Life

"Individuals who practice just four healthy behaviors may live 14 years longer than those who don't, according to a just-released report. More than 20,000 participants between the ages of 45 and 79 years were followed for an average of 11 years. Questionnaires awarded one point each for not smoking, being physically active, consuming alcohol in moderation, and having a plasma vitamin C level consistent with eating five servings of vegetables or fruit per day. Those who scored no points on the questionnaires were four times more likely to die than those who scored four points, and those with a score of two were twice as likely to die. Participants whose score was zero had the same risk of dying as subjects who were 14 years or older who had practiced all four healthy behaviors. These findings indicate that combined behavioral factors significantly impact longevity."

## Energy Conservation

As energy prices continue to rise, we should all take steps to conserve electricity wherever possible. Electricity costs make up almost one-third of Topa Financial Center's annual budget. Each of our energy habits has an effect on our operating expense. When one person saves, we all save. To help contain building energy costs, consider the following simple energy saving actions:

- Turn off lights when you leave a room
- Computers and electronic equipment still use energy when they are "asleep" or in stand-by mode. Shut down computers and electronic equipment at night or when they will not be in use for extended periods.

To learn more about energy saving ideas for home and office visit HECO at <http://www.heco.com>.

## Grammar Usage

### The Interesting Modifier - The Adjective

The **noun** that functions as an adjective immediately precedes the regular noun.

- large office space
- special summer sale

**Proper nouns** or words derived from proper nouns sometimes function as proper adjectives.

- the Hawaii legislature
- Sunday paper
- American products
- British history

**Proper adjectives** are usually capitalized. However, once proper adjectives lose their associations with the proper nouns from which they were derived and become everyday words, they no longer require capitalization.

- china plates
- venetian blinds
- french fries
- roman numerals

**Limiting Adjectives** This classification of adjectives indicates how many persons, places, things, and ideas are specified. Limiting adjectives appear before descriptive adjectives.

- two ideas (precise)
- 20 ideas (precise)
- two outstanding ideas (precise)
- this computer
- any computer (indefinite)
- any inexpensive computer (indefinite)
- some magazines (indefinite)

**Indefinite Adjectives** Indefinite pronouns (all, many, some, both, any) may function as limiting indefinite adjectives.

- Many companies (many is an adjective)
- Many of these companies (many is the subject and an indefinite pronoun).

**Demonstrative Adjectives** The words this, that, these, and those are demonstrative pronouns, but they

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## Grammar Usage

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can function as limiting demonstrative adjectives when they modify nouns and pronouns.

Demonstrative adjectives answer two questions: Which one? Which ones?

- this firm (precise)
- those brochures (indefinite)

Use this and that with singular nouns and these and those with plural nouns. The word them is never used as an adjective.

**Interrogative Adjectives** The interrogative pronouns which, what, and whose may also function as limiting interrogative adjectives when they act as modifiers in direct and indirect questions.

- What questions did you find most difficult? (direct question)
- I asked which computer was the least expensive of all those on display. (indirect question)

**Possessive Adjectives** Possessive nouns and pronouns may function as limited adjectives. Possessive adjectives answer the question Whose?

- John's application
- her interview
- our firm
- its characteristics (no apostrophe)
- employees' salaries

Although some words are always adjectives, you can readily see that many words may function as two or more parts of speech. When those words modify nouns and pronouns, they are adjectives.

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## The Effective Assistant

A great assistant can make all the difference. You will have an effective relationship with your administrative staff by implementing the following:

**Be clear about your needs.** Identify the priority tasks that you need accomplished by your assistant.

**Be prepared to get what you pay for.** Respectful compensation can translate into an assistant going beyond the call of duty.

**Communicate regularly and listen.** Check-in with your assistant at least once a week by phone, e-mail or preferably in person. Regularly communicate what you need, what you want, what's important, and what is not important.

**Behave rationally and reasonably.** Assistants expect employers to have high expectations and to be opinionated perfectionists, even high-maintenance. However, it is challenging to work with irrationable and unreasonable people.

**Two heads are better than one.** Give your assistant the permission to speak up when they have a suggestion, idea, or concern. They are in a prime position to hear and see things that a boss may not observe. Encouraging independent thinking and creativity can bring out the best in an assistant and ultimately, serve your goals and needs.

**Decency and kindness go a long way.** Offer feedback from time-to-time. Chances are, you receive feedback. Feedback will also be of value to your assistant. Say thank you. Send flowers or have someone else send them with an appropriate note. Providing comp time, a flexible work schedule, remote work days, increased compensation and bonuses are ways to ensure your assistant of their importance.

Overall job satisfaction comes when your admin receives respect, appreciation, fair compensation and flexibility.

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## Quotes

Bad taste is simply saying the truth before it should be said. - [Mel Brooks](#)

Keep close to Nature's heart...and break clear away, once in awhile, and climb a mountain or spend a week in the woods. Wash your spirit clean. - [John Muir](#)

Aim high, and you won't shoot your foot off. - [Phyllis Diller](#)

If wrinkles must be written upon our brows, let them not be written upon the heart. The spirit should never grow old. - [John Kenneth Galbraith](#)

## Building Events

**Columbus Day** (Building Open)  
Monday, October 13, 2008

**National Boss' Day**  
Thursday, October 16, 2008

**Halloween**  
Friday, October 31, 2008

**Election Day**  
Tuesday, November 4, 2008

**Veteran's Day** (Building Closed)  
Tuesday, November 11, 2008

**Thanksgiving Day** (Building Closed)  
Thursday, November 27, 2008

**Craft Fair**  
Wednesday & Thursday, December 3 and 4, 2008  
20th Floor, Fort Street Tower

**Pearl Harbor Day**  
Sunday, December 7, 2008

**Christmas Day** (Building Closed)  
Thursday, December 25, 2008

## Tenant Satisfaction Survey

Latest feature of <http://www.TopaFC.com>

Topa Management Company at Topa Financial Center strives to provide you with an exceptional leasing and tenant experience. Please take a minute to complete the Tenant Satisfaction Survey at:  
<http://www.TopaFinancialCenter.com>.

## Tenant Business Web Directory

Let fellow tenants and patrons know where you are by listing your business on the building web directory.

To submit your company information for the Topa Financial Center online directory, complete the PDF form available at <http://www.TopaFC.com>, and fax to Barbara at (808) 599.5776.



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## Bicycle Security

As gas prices continue to rise, more and more people are choosing to commute by bike. If you are one of them, LOCK UP YOUR BIKE.

Bike racks are provided in the basement parking garage and you will need to lock up your bicycle tight for protection from theft.

Many bikers recommend using a high quality hard U-lock to store your bike. Avoid cable locks, as they are easily cut. It is also recommended that you lock your bikes frame AND wheels to the rack. If you notice anyone suspicious in the garage, please call security at 954-6031

## Building Management

### General Contact Information

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[www.TopaFinancialCenter.com](http://www.TopaFinancialCenter.com) or [www.TopaFC.com](http://www.TopaFC.com)

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