



# Financial Center

# TOPA TALK

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Inside this issue

At Your Service	1
Building Events	1
Interactive Lobby Directories	1
Tenant Satisfaction Survey	1
Now Here's an Idea	2
Pack a Lunch worth Eating	2
Extension Finder	2
Grammar Usage	2
Grammar Usage Cont'd	3
Quotes	3
Staff Contact Information	3

## 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	Not Avail.
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

## NEW LOOK FOR [www.TopaFinancialCenter.com](http://www.TopaFinancialCenter.com)

The [www.TopaFC.com](http://www.TopaFC.com) website has been given a facelift that we believe will make it easier for you to get the information you need quickly. Please tell us what you think. We welcome your feedback and suggestions!

## Building Events

### Independence Day

Friday, July 3, 2009  
(Building Closed)

### Statehood Day

Friday, August 21, 2009

### Labor Day

Monday, September 7, 2009  
(Building Closed)



## Interactive Lobby Directories

Topa Financial Center is pleased to introduce touch-screen digital directories in all of the high traffic lobbies. This state-of-the-art system provides visitors with a convenient way to locate tenants while creating an exciting new advertising opportunity in downtown Honolulu.

*Advertising space is available to tenants.*

## Tenant Satisfaction Survey

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*.

Your comments and suggestions are appreciated. You will find the survey at <http://www.TopaFinancialCenter.com>.

## Now Here's an Idea

Learn to recognize, challenge and change negative thinking. Asking yourself the following questions can help you to identify and correct negative thinking.

**Question:** Is my thought or perception accurate?

**Question:** Am I jumping to conclusions?

**Question:** In the big scheme of things, is this issue really that important?

**Question:** In two weeks, will this matter?

**Question:** Is this thought helping my mood? If not, then can I change my thinking?

Once you've asked yourself these questions, change your thoughts to ones that are more realistic and productive. For instance, how could you turn this negative thought to a positive one?

**Negative Thought** "I always make mistakes."

Try challenging and changing your negative thinking by saying:

"Everyone makes mistakes. There are a lot of things I do very well."

## Pack a Lunch Worth Eating

It's getting pretty expensive to eat out for lunch these days, and consequently, more and more of us are packing a lunch. Most of us, though, probably still long for the flavor and variety of the myriad of choices just down the road as we mournfully gnaw at the fourth PB&J of the week.

Well, [www.LifeHacker.com](http://www.LifeHacker.com) wants to remind you that brown-bagging need not be an exercise in sensory deprivation. A few of these tips and tricks will bring the spring back into your lunchtime step, provided you're willing to flex your creativity muscles and budget a little bit of time towards spicing things up.

## Extension Finder

### OpenWith.Org Figures It Out

Every now and again, you've probably found yourself staring at an e-mail attachment. It's blank white icon is the first warning; then, when you double click, it

asks, "what should I open this with?" Cue the deer-in-headlights look.

It probably doesn't crop up too often, but probably often enough to add [www.OpenWith.Org](http://www.OpenWith.Org) to your bookmarks. It will not only tell you what type of file the unknown extension is, but it'll even provide you with links to free programs that you can install to open them!

## Grammar Usage

### Conjunctions - Grammatical Connectors

The most common conjunctions are, and, but, or, and nor. Their function is to connect words, phrases, or clauses of equal grammatical rank and construction; for example, adjectives with adjectives, nouns with nouns, verbs with verbs, prepositional phrases with prepositional phrases, and clauses with clauses.

and	indicates an addition I have worked in Texas and Wyoming (The conjunction connects two nouns.)
but	indicates a contrast She reviewed the proposal but took no immediate action on it. (The conjunction connects two verbs.)
or	indicates a choice Kim likes to take her vacation in June or July. (The conjunction connects two prepositional phrases.)
nor	indicates a negative choice I do not like to become involved in office politics, nor do I have any desire to participate in office gossip. (The conjunction connects two independent clauses.)

### Caution in Using Coordinating Conjunctions

Do not use a comma to separate two words, phrases, or dependent clauses that are connected by a coordinating conjunction.

**Incorrect:** For policy manual questions, please contact Melody, or me.

## Grammar Usage

### Continued

**Correct:** For policy manual questions, please contact Melody or me.

**Note:** Remember to use the pronoun me, not I or myself.

### Compound Subjects Connected by and.

Use a plural verb with singular subjects joined by the coordinating conjunction *and*. Use a singular verb with a compound subject joined by *and* when the compound subject means the same person, place, or thing or when the compound subject is considered a unit.

**Incorrect:** Bacon and eggs are a standard combination on most restaurant menus.

**Correct:** Bacon and eggs is a standard combination on most restaurant menus.

### Compound Subjects Connected by or and nor.

Make the verb agree with the subject that is closest to the verb when a compound subject is connected by *or* and *nor*.

**Incorrect:** Kendra or Dylan usually attend our Planning Committee meetings.

**Correct:** Kendra or Dylan usually attends our Planning Committee meetings.

### Smart Quotes

**Question:** Please explain the difference between straight quotes and smart quotes.

**Answer:** Straight quotes are the old school quotes that are larger at the top and point straight up and down like this: "straight quotes." Smart quotes, also called curly quotes or typographers quotes, come in sets. The opening quote points upward and the closing quote points downward like these: "smart quotes." Word automatically uses smart quotes.

This is an AutoCorrect As You Type option

(Tools → Options in Word 2003, or Office button → Word Options in 2007.)

## Quotes

It is in the shelter of each other that the people live.

- Irish Proverb

Don't worry about people stealing an idea. If it's original, you will have to ram it down their throats.

- Howard Aiken

I bought a cactus. A week later it died. And I got depressed, because I thought, I am less nurturing than a desert.

- Demetri Marti

## Building Management

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Comments, ideas, submissions and corrections are welcome. Please email [bvandine@topa.com](mailto:bvandine@topa.com) or fax to (808) 599-5776