



# Financial Center

## topa talk

A publication of Topa Management Company

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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
Flowers For You	521-2020
Fort Street Bar & Grill	523-1500
Young Laundry	521-2286

#### Bishop Street Tower

Amfac Center Barber	538-7811
Andy Mohan, Inc.	521-1222
Beijing Express	478-1628
Best Printing	531-2121
Charles Schwab & Co.	534-9700
For the Love of Coffee	533-4486
Country Wide Lending	532-0922
Komala Curry House	523-9900
KD Jewelry	545-7841
Leather Soul	531-7685
Scotttrade, Inc.	521-8573
Styling Crew	533-7800
Subway Sandwich	545-3945

### We welcome the following companies to the Topa Financial Center

#### Fort Street Tower

Kawashima, Lorusso & Tom

Jacobs Engineering

#### Bishop Street Tower

Core Group One (formerly Ogilvy & Mather Hawaii)

### Staff Spotlight

#### Cynthia Quiaoit, Accountant



Cynthia Quiaoit (kay-OW-it) is a 17-year "veteran" at Topa Financial Center (and its earlier incarnation, AMFAC Center). Cynthia says she, "can't believe that it has been 17 years."

"The stability of the tenants, most of whom were here when I started working at the building, makes it feel like it was only yesterday that I arrived for my first day of work. Tenants such as the Mohan's (Andy Mohan), the Parks (Flowers for You) and the Lo's (KD Jewelry) have been around all these years and, amazingly, they don't seem to age. In fact, the Parks' son, whom I first met when he was a little school boy is now a tenant who owns the Leather Soul Shoe Store. Being the "back office person" who handles accounting, people usually see only the front office staff, so they often ask if I'm a new employee."

Cynthia realizes the many years she's been with the Center when people inquire about certain tenants who occupied office space 10-17 years ago - tenants that no one else recalls. She has witnessed the implosion of the old First Hawaiian Bank building and the transformation of the Aloha Tower Marketplace. So much history surrounds Topa Financial Center and Cynthia is looking forward to seeing what the next 17-years will bring.

Thank you Cynthia for your many years of devoted service!

## Meet the New Kid on the Block: Sylvan Gaskin

### Maintenance Technician

Sylvan Gaskin has joined Topa's Engineering Department as a Maintenance Technician. We're glad to have Sylvan as a part of the Topa team.

Please welcome Sylvan when you see him throughout the building.

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## Building Events

### Christmas Music

Rotunda  
December 22, 2005

### Book Fair

Rotunda  
December 1 & 2, 2005



**Christmas**



**Building Closed**



December 26, 2005

### New Year's

#### Building Closed

January 2, 2006

### Fire / Evacuation Drill

Wednesday, February 1, 2006

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## WHAT IS INFLUENZA? (Also called flu)

The flu is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death.

The single best way to prevent flu is to get a flu vaccination in October or November. About two weeks after vaccination, antibodies develop that protect against influenza virus infection. Flu vaccines will not protect against influenza-like illnesses caused by other viruses.

Remember, you can pass the flu virus to someone else by coughing and sneezing. That means that you can pass the flu to someone else before you know you are sick, as well as while you are sick.

## Grammar Awareness Parentheses

Parentheses and dashes function in similar ways since both set off interruptions in sentences. However, the major difference between these two marks of punctuation is that parentheses can set off only nonessential information. The material within parentheses tends to be de-emphasized.

Parentheses may contain words, phrases, numbers, or even entire sentences.

Don McGraw (my recommendation)  
was our best interviewee.

Cumulative trauma disorders (CTDs) occur  
because of mismatches between workers  
and the physical requirements of jobs.

Parentheses may enclose references or directions that are not essential to the sentence.

In my previous article (see page 21), I  
referred to your recent research on stress.

Parentheses can identify a list of items in text material as well as subsections in an outline.

Look for these points when you evaluate listening skills:

- (1) eye contact
- (2) body language
- (3) concentration ability

In lengthy outline formats, parentheses often enclose the numbers or letters in the fifth and sixth subdivisions.

In most cases, the first word of the material within the parentheses is not capitalized. Exceptions, of course, would be proper nouns, proper adjectives, the pronoun I, and the first words of a quotation. However, if the material in the parentheses appears at the end of another sentence or if the material is lengthy and a complete sentence, the first letter of the word within the parentheses should be capitalized.

**Continued on Page 3**

## Grammar Awareness

### Parentheses

#### Continued from Page 2

In general, no mark of punctuation is necessary before parentheses unless the punctuation is because of an abbreviation. Punctuation that comes after an item in parentheses within a sentence appears outside the closing parentheses.

We met last Friday (the meeting had been rescheduled); however, we did not have a quorum.

When the material within the parentheses is emphasized as a separate sentence, the sentence in parentheses has its own punctuation.

### Quotes

The very existence of flame-throwers proves that some time, somewhere, someone said to themselves, 'You know, I want to set those people over there on fire, but I'm just not close enough to get the job done.'

#### -- George Carlin

Most men pursue pleasure with such breathless haste that they hurry past it.

#### -- Soren Kierkegaard

If you're not breaking the law or if their not making new laws to stop you, you just ain't livin'.

#### -- Coburn Hawk

Somewhere there lurks a craving to impress some form upon the stuff about us...this formless thing, wayward, unaccountable, inconsequent, wanton...[and] the itch to leave upon an indifferent universe...the print of [our] hands upon the clay.

#### -- Judge Learned Hand

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## Happy Holidays

All of us at **Topa Management** in Hawaii and the folks from our corporate offices in Los Angeles want to wish you and yours a safe, warm and wonderful holiday season and finale to 2005!

## HECO HANDBOOK

Hawaiian Electric Company's Handbook for Emergency Preparedness was distributed to all tenants in September.

Be prepared - be informed. If you did not receive a copy of the handbook, please stop by the management office and pick up a copy.

## Building Management

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