



Financial Center

topa talk

A publication of Topa Management Company

JUNE 2006

Inside this issue

At Your Service	1
Welcome	1
Tenant Spotlight	1
Tenant Spotlight cont'd	2
Grammar Usage	2
School's Out for Summer	2
Tips for Summer Travel	3
Quotes	3
Building Events	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
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	532-0922
Komala Curry House	523-9900
KD Jewelry	545-7841
Leather Soul Men's Shoes	531-7685
Scottrade, Inc.	521-8573
Styling Crew	533-7800
Subway Sandwich	545-3945

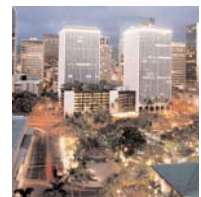
We welcome the following companies to Topa Financial Center

BISHOP STREET TOWER

Archionetics, LLC

FORT STREET TOWER

Hawaii Pacific Health Research Institute



Tenant Spotlight

CLARK HATCH FITNESS CENTER

What is Being Physically Fit...Really?



Ask a dozen people to define physical fitness and you will most likely receive a dozen

different answers. How fast can you run a 5K, 10K, or a Marathon? How heavy a weight can you lift? A common male standard of strength fitness is how much can you bench press? Devoted Yoga followers relate to flexibility of the body and stress reduction in the mind through Yoga.

Physical endurance, flexibility and strength are the foundation components that make up a quality physical fitness program. Every commercial fitness business in Hawaii has set up their facilities to focus on improving these fitness attributes with a broad range of the latest exercise equipment, programs and services. The majority of them do a wonderful job of serving their market segment.

Clark Hatch Fitness Center has been operating in downtown Honolulu since 1976. It is located an elevator ride away in the basement of Topa Financial Center, Fort Street Tower. Facilities include all the tools to allow a superior fitness program to be practiced and enjoyed by its members. In addition to the cardio/strength equipment and group classes ranging from the

Continued on Page 2

Tenant Spotlight

CLARK HATCH

Continued from Page 1

popular Pilates to Yoga, an indoor heated lap swimming pool is a unique water feature. A game of racquetball is also available on site. Another highly rated extra at Clark Hatch is the full workout clothing and towel service included in the reasonable monthly dues. The members call it "convenience" and the staff at Clark Hatch calls it "no excuses."

Motivating yourself to pursue a physical fitness program is always a challenge. It can be very intimidating for some while others lack a specific clear reason for "getting in shape." So, what is "physical fitness" anyway? You may want to adopt the definition put forth by the American Association of Physical Education, Health, Recreation and Dance (AAPHERD). Their perspective goes something like this: Physical fitness is having the physical ability to perform your routine daily tasks with a reserve of energy at the end of the day to play, do additional work or meet a physical emergency. A practical definition everyone can relate to.

You may want to read the definition more than once to imagine what it really means. Physical fitness is more about a "feeling" of knowing you have an energy reserve to meet your day with a positive and productive ability. Who knows, being physically fit could one day save your life or, at the very least, leave a smile on your face at the end of the day.

Submitted by Bill Monson - President
Clark Hatch Fitness Center - Honolulu

Schools out for Summer

What would you do if you had the summer off from work? That's what summer is for kids - 'the summer off from work'. Discuss ideas that will help your child/teen grow and know themselves more fully, while hopefully taking advantage of more family time.

Some ideas: **Discover new interests:** Photography, painting, electronics or a sport. **Get involved:** volunteer, let them help plan the family vacation. **Explore:** Visit a relative or friend in another area, attend concerts, visit museums. Here's to a Fun Summer!

Grammar Usage

One Space or Two?

Question:

One or two spaces after a period-which should it be? I was taught to use two spaces; however, I notice others in my office use one space.

Answer:

Although this can be a matter of personal taste, the truth of the matter is that two spaces after the period is old school. This idea was more common in the days of manual typewriters. Fixed space fonts, like the ones you use today, adjust spacing based on the size of the character. You'll see only one space in any professionally printed document. If you want to look your best - one space will do.

If this is a hard habit to break, set Word's grammar feature to check it for you. Go to Tools → Options → Spelling and Grammar tab and then click the Settings button. Change the Space Required Between Sentences setting to 1. Word will make every double-space as a grammar error. You'll learn pretty quickly with this as an incentive. You can also use Find and Replace to replace two spaces with one. Just enter hit the space bar twice in the Find What text box and once in the Replace With text box. Microsoft Word fixes them for you in one easy step.

Question:

Many times when I type a date and year in a document or letter, I encounter a problem with the complete date: October 31, 2006. The day will separate from the month if the line breaks. Is there any way to keep the date together, i.e., no space between the month and day? I have put in a hard return after October, but when editing this paragraph, I can end up with only part of a line because of the entered hard return.

Answer:

What you need in this case is not a hard return but what is called a non-breaking space. In this example, press Ctrl + Shift + Spacebar after "October." This inserts a non-breaking space between the day and the date, keeping them on the same line.

Tips for Summer Travel

True, living in Hawaii, we are fortunate to live year round in a place where some only dream of living - but even we like to get away. As you plan for your upcoming vacations, here are a few tips to help you make for smooth traveling. (courtesy of InfoMiss.com)

1. Pay your bills in advance or double up on payments to avoid penalties and interest.
2. If traveling internationally you may not need all of those bulky electronic plug convertors. Most electronics are made to accept 220 volts with some exceptions (older electronics come to mind).
3. Turn off the Ice Cube Maker. Lower the water heater.
4. Air travel is expected to be up 30% this summer, so don't forget to print your boarding passes 24-hours in advance to save time. If you need the extra leg room while flying, you may want to purchase a seat upgrade. These are often handled 24-hours in advance as well. Seat upgrades sell out quick so don't wait until you're leaving for your flight to purchase.
5. Pack lighter - some airlines have dropped the bag weight limit.
6. Plan on buying clothes / shoes on vacation? Pack old ones and donate them at your destination, leaving room in your luggage for your new items.

Quotes

"What other people think of me is none of my business" - **Eleanor Roosevelt**

I have problems flown in fresh daily wherever I am.

- **Richard Lewis**

"Blessed is the person that can give without remembering and receive without forgetting."

- **Elizabeth Bibesco**

"That makes absolutely no sense at all. Let's do it!"

- **Anon**



TOPA TALK - A newsletter published quarterly by Topa Management Company (Hawaii)

Building Events

Kamehameha Day

Observed June 12, 2006

(Building Open, Management Office Closed)



Independence Day

July 4, 2006

(Building Closed)

Tenant Appreciation Day

July 13, 2006 (Rotunda)

Books Are Fun

August 10-11, 2006 (Rotunda)



Labor Day

September 4, 2006

Building Management

Contact Information

745 Fort Street, Lobby, Honolulu, HI 96813

Ph: (808) 531.0444 Fax: (808) 599.5776

www.TopaFinancialCenter.com or

www.TopaFC.com

Topa Management Contacts

Curt Nakamura, General Manager

cnakamura@Topa.com

Barbara Van Dine, Administration, Website Administrator, Newsletter Editor

bvandine@Topa.com

Rory Reiley, Chief Engineer

rreiley@Topa.com

Nestor Salcedo, Assistant Chief Engineer

nsalcedo@Topa.com

Nicole Domingo

Tenant Services Coordinator & Leasing Asst.

ndomingo@Topa.com

Cynthia Quiaoit, Accounting

cquiaoit@Topa.com

Deborah Yacas, Receptionist

dyacas@Topa.com

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