



Financial Center

Topa Talk

A publication of Topa Management Company

SEPTEMBER 2007

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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
Little Soho Women's Wear	722-7789
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

Servco Insurance Services Corporation

FORT STREET TOWER

Announcing Business Name Change

Trainer Wortham & Company to Republic Investment Management



Relyant Security Corporation at Topa

Relyant Security Corporation assumed security services at TOPA Financial Center on August 1, 2007. They will be our comprehensive security services provider, with a mission to offer the highest standard of customer service while maintaining effective security procedures to maximize the safety and protection of all people and property at TOPA Financial Center.

Relyant Security Corporation is a locally owned, small business with principles focused on client service and high quality performance. The staff at Relyant would like to emphasize their commitment to efficient response for all tenants, vendors and staff at TOPA Financial Center for any issues or problems which may arise.

The 24-hour a day, security officer staff includes two highly qualified individuals to manage operations. Punavaiola ('Vai') Auva'a is the acting Relyant Security Corporation Supervisor on property. Darren Bullock will be assigned as Chief of Security & Safety in October.

The Relyant staff would like to thank everyone for their patience and assistance during their first month at TOPA Financial Center. In order to make the transition as smooth as possible, Relyant has maintained current procedures while gradually phasing in any new produces over the coming months.

The management team at Relyant is looking forward to working with TOPA Management Company in providing a secure and safe environment for all tenants and patrons of TOPA Financial Center.

Watergy

Connecting water with energy

It takes a certain amount of electricity to deal with the water that we use. The connection can be seen when we turn on the faucet for hot water and the hot water tank must produce the hot water to be used. The water going down the drain then must be purified. The cost to purify is billed back to us in the cost of the electricity and maintenance to perform that task.

Many do not think about the electricity costs associated with water use. For instance, a faucet running for five minutes is equal to the cost of lighting a 60-watt light bulb, if not more. Water on Oahu and across the country needs to be conserved and we can do our part by reducing our waste.

The U.S. General Accounting Office (GAO) has estimated that, even assuming non-drought conditions, at least 36 states will suffer some sort of water shortage by 2013. On Oahu, the water shortage is expected have an affect by 2010. In 2006, the Environmental Protection Agency (EPA) initiated the Water Sense program to promote water efficiency and help protect the future of our water supply.

The Water Sense program indicates that the reduction in water is driven by the cost of building new wastewater plants and other projects to meet the demand for water. Taxpayers and users of water would be the revenue stream to provide new facilities and products to reduce consumption. Demand side management is one means to reach their goal through the reduction of use rather than utilizing taxpayer's money to increase the infrastructure. Regardless, the price of water is on the rise at an estimated increase of 7%-12% annually.

The WaterSense program has created labels for equipment that is the most efficient and provides the best water use performance. The EPA is also partnering with manufacturers, utilities, districts, certified irrigation professionals, trade associations, and local, state and federal government in an effort to reduce consumption.

New products available are low flow toilets, urinals, water faucets, and showerheads that reduce consumption. Dual flush toilets offer 1.6 or .8 gallon per flush requirements, while showerheads must meet the federal regulations that mandate a maximum flow

rate of 2.5 gallons per minute at 80 lbs. per square inch of flowing water.

Not all showerheads are created equal. While some showerheads offer great benefits, they may, in fact be water hogs and increase the cost per use. It is a hope that the federal government's program will create product standards similar to the energy star labels found on energy efficient appliances, that would ease the selection for consumers.

In the meantime, we can take advantage of programs on evaporation credits by the Board of Water Supply to ease our operation costs. Individuals can receive credit for water that evaporates by having a meter installed on their cooling tower makeup and bleed. Irrigation can also be metered for evaporation credits. Call the water company today for more details and start saving!

Today's Administrative Professionals

Over the past several years, the role of the administrative professional has expanded beyond answering phones and maintaining calendars to include a variety of responsibilities - from managing vendor relations to assisting in the preparation of presentations to training employees on office technology. Besides many of their regular responsibilities, most administrative professionals still find the time to keep the office running smoothly and to pitch in whenever and wherever their skills are needed.

How can you ensure that you're making the most of your administrative professionals' talents?

- Provide them with specialized training. An investment in the future of your staff is an investment in your businesses future.
- Give them challenging assignments and make the most of their potential and talents.
- Create room for professional growth within your organization.
- Put them in charge.
- Create the ultimate team player

Above all, make sure your administrative professional knows how important their contributions are to the success of your company. Let them know that they are an integral part of your team and most of all, that you appreciate and value their efforts.

Staff Spotlight

SHAUN DAMAS

Topa Engineering Department

Shaun Damas is the newest member of the Topa Engineering Department replacing Virgilio Carlet who relocated to the mainland due to the illness of his wife. Shaun is a dedicated, driven individual who lives by the saying, "I finish what I start."



Born and raised in Hawaii, Shaun has lived in several different areas of the island such as Aiea, Pearl City, Ewa Beach and Makaha. He now lives in Waianae with his wife of three years and his two baby boys. Prior to joining Topa, Shaun held a variety of diverse positions including Game Advisor at Gamestop, Resort Specialist at Ko'Olina Resort, Lot Attendant at Home Depot, and four years as a photographer at the Paradise Cove Luau.

When Shaun isn't hard at work, he likes to spend time with his family, hang out with his friends, and play video games. Shaun also writes song lyrics and has been writing music since the age of thirteen. His favorite kind of music is Rap, Hip Hop, R &B and some Rock/Alternative.

Shaun is very courteous, outgoing and easy to talk to. He's proud to work at Topa Financial Center and is excited to work for such a great person and boss, Chief Engineer, Rory Reiley.

Tips for Finding More Time in the Day

Courtesy of www.InfoMiss.com

1. If you are in really bad shape time-wise, you may want to start by keeping a time diary for a week. Detail all the tasks you perform in a week to evaluate how your time is really being spent.
2. Write a note of the days "must do" tasks. Stick it somewhere that you'll see it throughout the day as a reminder.
3. Make grocery store lists. Get in and get out. Live by the list and save time and money too!
4. Don't only think about price when shopping for goods and services - also consider the management or maintenance costs associated with that good or service.
5. Keep an electronic to do list. If you put your to do list in program that can be shared between family members or coworkers - you can all have access to the list. If your spouse or assistant wants to know what you need help with - they can refer to the list. Check out tools like Calendar.Yahoo.com which has a 'Notes' area and allows multiple users to access the same database when permission is given. Remember, when you've completed an item, move into the 'Done' column. It's encouraging to see what you've achieved along with what is yet to do.
6. Pay bills online or set up automatic bill pay through your credit card or checking account. Less paperwork, checks and accounts to manage.
7. Handle and manage less paper and phone calls. Add your mailing address and phone numbers to "do not call" and "do not mail" marketing lists. Cancel or unsubscribe to magazines and marketing materials that your vendors send. Banks, Auto Clubs, and department stores will only send account statements if you request.
8. Outsource when possible. Evaluate how long it will take you to do a task that you are not proficient in and multiply that by your hourly rate. You should also add in what you could have earned during that same time period if it were possible. Now compare the cost of your doing a job to what it would cost to hire that job out.
9. When you schedule your time allow extra room for what may and often will happen that wasn't in the plans.
10. Fuel up, shop and run errands at off peak times.
11. Buy core items in bulk and shop less. And shop online and take advantage of home delivery.
12. Purge on a regular basis to keep the clutter and chaos to a minimum.
13. Cook extra and freeze meals for busy days or nights.
14. Get back to nature, get regular exercise and get some alone time. Clear your head and remember what really matters to you.
15. In your personal life, commit to only one scheduled event per day.
16. Kids love to help and be part of the team! Use your kids drawings for holiday and birthday cards or have them craft new ones. Have them write the cards too!

Building Events

Ramadan begins

First Day of Rosh Hashanah

September 13, 2007

Autumn Begins

September 23, 2007

Columbus Day

Monday, October 8, 2007

Building will be open

National Boss Day

Tuesday, October 16, 2007

Craft Fair

October 17, 18, 19, 2007

10am to 2pm

20th Floor - Fort Street Tower

Halloween

Wednesday, October 31, 2007

Election Day

Tuesday, November 6, 2007

Veterans Day

Monday, November 12, 2007

Building will be open

Thanksgiving

Thursday, November 22, 2007

Building will be closed

Craft Fair

December 5 and 6, 2007

10am to 2pm

20th Floor - Fort Street Tower

Pearl Harbor Remembrance Day

Friday, December 7, 2007

Christmas Day

Tuesday, December 25, 2007

Building will be closed

New Years Day

Tuesday, January 1, 2008

Building will be closed



Quotes

"Those zombies really need to get a life."

- **Anonymous**

"You only live once, but if you do it right, once is enough." - **Mae West**

Imagination is more important than knowledge.

- **Albert Einstein**

"I skate where the puck is going to be, not where it has been." - **Wayne Gretzky**

I feel your scorn and I accept it. - **Jon Stewart**

"When choosing between two evils, I always like to try the one I've never tried before." - **Mae West**

Building Management

Contact Information

745 Fort Street, Lobby, Honolulu, HI 96813

Tel: (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



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